

Message

From: Munoz, Charles [munoz.charles@epa.gov]
Sent: 2/22/2017 5:16:01 PM
To: Allen, Reginald [Allen.Reginald@epa.gov]; Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Barnett, Howard [Barnett.Howard@epa.gov]
CC: Miles, Ramona [Miles.Ramona@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]
Subject: Sarah Greenwalt - AD Appointment
Attachments: Greenwalt Binder.pdf

All,

Attached is the binder for Sarah Greenwalt. She will be joining us as a Senior Advisor, using one of our Administratively Determined positions. A start date of 3/5 at the GS 13, Level 2 rate is requested. Please let me know of any questions. Thank you.

Charles Munoz
White House Liaison
Environmental Protection Agency

13 POINTS MEMO: New Hire Approval Request

AGENCY: Environmental Protection Agency

CANDIDATE INFORMATION (To be completed by applicant)

- **Name:** Sarah A. Greenwalt
- **Phone:**
- **Email:**
- **Date of Birth:**
- **Place of Birth:**
- **Current Residence (City & State):** Oklahoma City, Oklahoma
- **Social Security Number:**
- **5 Year Salary History:**

-
-
-
-

Ex. 6

Resume Required (Disregard if already submitted)

PROPOSED POSITION (To be completed by the White House Liaison)

- **APPT TYPE (Schedule C, NC-SES, XS, AD):** AD (GS-13 / Step 2)
- **OFFICE:** OA
- **SUBOFFICE:** OA
- **POSITION TITLE:** Senior Advisor to the Administrator
- **REQUESTED EFFECTIVE DATE:** 3/6/17
- **JOB DESCRIPTION:** PDF Attached

SARAH GREENWALT

Ex. 6

Ex. 6

EDUCATION

University of Oklahoma College of Law

Juris Doctor

Norman, OK
May 2013

- Honors:** Order of the Barristers
Academic Achievement Award – Legal Research and Writing
Dean’s Honor Roll
Cole E. Adwon Scholarship for Excellence in Moot Court Competitions
- Moot Court:** Top Speaker Award in Intra-school Moot Court Competition
Chicago Bar Association Moot Court Competition; Chicago, Illinois
First Amendment Moot Court Competition; Washington, D.C.
- Activities:** Federalist Society
Organization for the Advancement of Women in Law
Volunteer Income Tax Assistance (VITA)

University of Oklahoma

Bachelor of Arts, Psychology

Norman, OK
May 2010

- Honors:** President’s Honor Roll
Dean’s Honor Roll
OU Foundation Scholar, given to selected Honors College students

PROFESSIONAL EXPERIENCE

Office of the Oklahoma Attorney General

General Counsel to the Attorney General and Deputy General Counsel to the Attorney General

Oklahoma City, OK
August 2016-Present

- Provided legal counsel to the Attorney General, members of the Legislature, agency directors, and the Governor’s office regarding a variety of confidential and complicated issues.
- Facilitated the Attorney General’s Opinion process by composing and overseeing other attorneys in the drafting of official Opinions on a range of state and federal law questions.
- Reviewed and revised draft ballot title language for state questions and defended the Attorney General’s language in the Oklahoma Supreme Court.

Assistant Solicitor General and Law Clerk

May 2012- August 2016

- Defended the constitutionality of state statutes by briefing and arguing original jurisdiction actions before the Oklahoma Supreme Court; briefed and argued high profile cases before state district and appellate courts, including issues regarding abortion regulations, school vouchers, and workers’ compensation reform.
- Brought challenges on behalf of the State against federal regulations, including challenges to the EPA’s “Waters of the United States” Rule and the IRS’s Final Rule regarding tax credits under the Affordable Care Act.
- Drafted Petition for Certiorari and amicus brief in United States Supreme Court cases.

U.S. Department of Veterans Affairs

Law Clerk for the Office of Regional Counsel for Veterans Affairs Medical Center of OKC

Oklahoma City, OK
May 2012-Aug. 2012

- Prepared training materials on the EEOC’s final regulations regarding the Americans with Disabilities Act Amendments Act of 2008 and the Privacy and HIPPA regulations of the Department of Veterans Affairs.
- Gained a practical understanding of both Administrative and Health Law.

University of Oklahoma College of Law

Research Assistant to Professor Joseph Thai

Norman, OK
May 2011-Sept. 2011

- Drafted substantive materials for utilization in legal texts such as “John Paul Stevens: In His Own Words” and a Supreme Court sourcebook, which discussed the inner workings of the United States Supreme Court.
- Performed legal research on criminal and constitutional law issues including United States Supreme Court death penalty jurisprudence and the role of supreme courts in a democratic society.

SENIOR ADVISOR TO THE ADMINISTRATOR

Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

Major Duties and Responsibilities

1. Serves as Senior Advisor to the Administrator. In this capacity, incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.
2. Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.
3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.
4. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.
5. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.
6. Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and

understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

7. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

8. Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.

9. Performs other duties as assigned.

Message

From: Munoz, Charles [munoz.charles@epa.gov]
Sent: 4/25/2017 1:49:21 PM
To: Allen, Reginald [Allen.Reginald@epa.gov]; Barnett, Howard [Barnett.Howard@epa.gov]; Ford, Hayley [ford.hayley@epa.gov]; Fugh, Justina [Fugh.Justina@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Miles, Ramona [Miles.Ramona@epa.gov]; Peppins, Felicia [Peppins.Felicia@epa.gov]; Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Willis, Sharnett [Willis.Sharnett@epa.gov]
CC: Fugh, Justina [Fugh.Justina@epa.gov]
Subject: AD Conversion to Schedule C and NC-SES
Attachments: Ringel Binder.pdf; Chmielewski_Binder.pdf; Kell Kelly Binder.pdf; Palich_Christian_Binder.pdf; **Ex. 6** Binder.pdf

All,

All,

Please begin the process of putting together the 1019's and the 1652 for Kell and for the following individuals:

Ringel, Aaron
Chmielewski, Kevin
Palich, Christian (Continue with his AD appointment but build the 1019 so I can submit)

Ex. 6

Kelly, Albert

Let me know of any questions, thank you.

Charles Munoz
White House Liaison
Environmental Protection Agency
202-380-7967

13 POINTS MEMO: New Hire Approval Request

AGENCY: Environmental Protection Agency

CANDIDATE INFORMATION (To be completed by applicant)

- **Name:** Albert Charles Kelly, Jr.
- **Phone:** Ex. 6
- **Email:** Ex. 6
- **Date of Birth:** Ex. 6 - Personal Privacy
- **Place of Birth:** Ex. 6 - Personal Privacy
- **Current Address:** Ex. 6
- **Social Security Number:** Ex. 6
- **5 Year Salary History:**
 - Ex. 6
 -
 -
 -
 -

Resume Required (Disregard if already submitted)

PROPOSED POSITION (To be completed by the White House Liaison)

- **APPT TYPE (Schedule C, NC-SES, XS, AD):** NC-SES Level 3
- **OFFICE:** OA
- **SUBOFFICE:** OA
- **POSITION TITLE:** Senior Advisor to the Administrator
- **REQUESTED EFFECTIVE DATE:** 3/27/17
- **JOB DESCRIPTION:** PDF Attached

The White House
Presidential Personnel Office
SKC/SES BIO SHEET

This information is necessary to begin the clearance process. Return to White House Liaison when completed.

PART I: PERSONAL INFORMATION (TO BE COMPLETED BY THE CANDIDATE)

1. FULL NAME (Last, First, Middle):

Kelly, Jr. Albert, Charles

2. SOCIAL SECURITY NUMBER:

Ex. 6

3. CURRENT RESIDENTIAL ADDRESS (Number, Street, City, State, ZIP Code)

Ex. 6

4. VOTING ADDRESS IN 2016 (Number, Street, City, State, ZIP Code, if different than current address)

Ex. 6

5. PLACE OF BIRTH (City, State; if not U.S., state, country)

Ex. 6 - Personal Privacy

6. GENDER

Male

7. DATE OF BIRTH

Ex. 6 - Personal Privacy

8. ETHNIC HERITAGE

Irish/German

9. RACE

White

10. POLITICAL PARTY

Republican

11. HOME PHONE

Ex. 6

12. CELL PHONE

Ex. 6

13. WORK PHONE

Ex. 6

14. PERSONAL EMAIL

15. WORK EMAIL

akelly@spiritbank.com

16. CURRENT POSITION (Title, Company)

Chairman, SpiritBank

17. WORK ADDRESS (Number, Street, City, State, Zip)

1800 S. Baltimore, Tulsa, Ok 74119

18. PLEASE LIST ALL SOCIAL MEDIA ACCOUNTS (Or say none if you have none)

Facebook, Linkedin, Twitter

19. EDUCATION (Degree, Institution, Year)

**BBA Univ of Okla 1977
JD Univ of Okla 1980**

20. AWARDS

Several regular awards for involvement and leadership

21. MILITARY SERVICE (Rank, Branch, Years)

Captain, USAR, 1988-1996

22. PREVIOUS PRESIDENTIAL APPOINTMENTS

None

PART II: POSITION INFORMATION (TO BE COMPLETED BY WHITE HOUSE LIAISON)

1. POSITION TITLE

Senior Advisor to the Administrator

2. AGENCY

Environmental Protection Agency

2. APPOINTMENT TYPE

NC-SES

3. GRADE

Level 3

4. OPM NUMBER

5. WH LIAISON NAME

Charles Munoz

6. WH LIAISON PHONE

202-564-3097

7. WH LIAISON EMAIL

Munoz.Charles@epa.gov

Albert C. Kelly, Jr. "Kell"

Ex. 6 akelly@spiritbank.com

EXECUTIVE MANAGEMENT / COMMUNITY LEADER

PROFESSIONAL SUMMARY

High energy, hardworking executive who builds winning teams by motivating to high levels of performance. Leads by example. Experience successfully leading companies, local, state and national organizations. Strategic thinker. Created a business culture which emphasizes the importance of relationships with both customers and employees.

CORE COMPETENCIES

Organization, Communication, Motivational Speaker, Strategic Planning, Business Planning, Business Development, Relationship Development, Sales Training, Incentive Planning and Implementing, Team Leadership, Government Relations, Issue Advocacy, Political Activity

CAREER OVERVIEW

SPIRITBANK BRISTOW, OK

1984-PRESENT

Chairman 2012-Present; President and CEO 1990-2014; Vice President 1984-1990

Lead the bank and affiliates, to align with the board's vision. Guide executives and high level officers through daily operations, special projects, and problem management. Balance objectives internally and externally to strengthen and sustain the bank. Provide the bank a local and national presence by representing the bank at public meetings, conferences, legislative events, and sponsored events. Work in tandem with the CFO to ensure financial reporting accuracy, efficiency, asset liability management and overall profitability of the organization. Grew the bank from one location with \$35 million in assets to a multiple location, multi city bank reaching \$1.5 billion at its peak.

MCMILLAN, VASSAR & KELLY BRISTOW, OK

1980-1985

Partner

General practice of law including work in banking, domestic relationship law, contracts, personal injury, oil and gas, and real estate.

ASSISTANT DISTRICT ATTORNEY, CREEK & OKFUSKEE COUNTIES, OK

1982-1984

Assistant District Attorney

Responsible for prosecution of all types of criminal violations including docket management, jury and non-jury trials and office administration.

BENCHMARKS & MILESTONES

EXECUTIVE MANAGEMENT/LEADERSHIP

- Co-founder and Co-Chairman of TRUST (Transportation Revenue Used Strictly For Transportation) Statewide transportation coalition, chiefly responsible for dramatic increase instate transportation revenue being expended on roadways and bridges
- Chairman of the Oklahoma Turnpike Authority: Responsible for administration of 606 miles of turnpike system in Oklahoma. The bond rating for the Oklahoma Turnpike Authority is one the highest in the nation and the value provided its customer is one of the -least costly in the country
- Founded and led the SpiritBank Ambassador Program which educated selected SpiritBankers on the legislative process and provided issue advocacy on strategically important legislation for the state
- Founding director of Retired Educators for Agriculture Program; a statewide program to provide high school and college students with hands-on agriculture-related internships
- Served on City of Bristow Park Board and helped lead a \$4 million renovation of Bristow's City Park by raising all money from private sources
- Completed Board terms on the Oklahoma State Chamber of Commerce, Tulsa Chamber Of Commerce, Oklahoma Institute for Child Advocacy, Salvation Army, Oklahoma Policy Institute, Opportunity

Oklahoma, Oklahoma Center for Non-Profits, Bristow Park Board.

- Manager of Family Cattle Ranch responsible for daily care of approximately 200 head of cattle

BANKING/FINANCE

- Past Chairman of the American Bankers Association which represents over 5,000 banks nationwide
- Past Chairman of American Bankers Association Community Bankers Council which is the arm or the American Bankers Association Grass Roots Advocacy effort which organized and energized the rank and file bankers into a national lobby effort
- Served on American Bankers Association Board of Director for 8 years
- Past Chairman of the Oklahoma Bankers Association responsible for the representation of the over 250 banks then in Oklahoma

OTHER ASSOCIATIONS

Young Presidents Organization
Oklahoma Bar Association
American Bar Association
Bristow Rotary Club
NAACP Life Member
American Bankers Association
Oklahoma Bankers Association
Bristow Chamber of Commerce
Tulsa Chamber of Commerce
Bristow Historical Society

EDUCATION

Juris Doctorate, University of Oklahoma, Bachelor of Business Administration, University of Oklahoma

SENIOR ADVISOR TO THE ADMINISTRATOR

Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

Major Duties and Responsibilities

1. Serves as Senior Advisor to the Administrator. In this capacity, incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.
2. Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.
3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.
4. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.
5. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.
6. Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and

understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

7. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

8. Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.

9. Performs other duties as assigned.

13 POINTS MEMO: New Hire Approval Request

AGENCY: Environmental Protection Agency

CANDIDATE INFORMATION

- **NAME:** SAMANTHA KATHLEEN DAVIS
- **PHONE:** Ex. 6
- **EMAIL:** Ex. 6
- **PLACE OF BIRTH:** Ex. 6 - Personal Privacy
- **DATE OF BIRTH:** Ex. 6 - Personal Privacy
- **Social Security Number:** Ex. 6
- **5 Year Average of Salaries:** PDF Included

Resume Required

PROPOSED POSITION

- **APPT TYPE:** NC-SES – LEVEL 3
- **OFFICE:** OA
- **SUBOFFICE:** Policy
- **POSITION TITLE:** Senior Policy Counsel to the Administrator and Associate Administrator for Policy
- **JOB DESCRIPTION:** PDF Included

REQUESTED EFFECTIVE DATE: 2/21/17

Samantha Kathleen Dravis

Ex. 6

WORK EXPERIENCE

Republican Attorneys General Association

Salary: Ex. 6

Washington DC

Policy Director/General Counsel

2015-Present

- Brief attorneys general and advise their staffs on state and federal policy issues, multistate litigation, amicus brief requests, coordinate coalition responses and messaging
- Manage all compliance and legal issues for organization
- Serve as President of affiliated 501(c)(4) organization, Rule of Law Defense Fund

Freedom Partners Chamber of Commerce

Salary: Ex. 6

Arlington, VA

Legal Counsel

2013-2015

- Conduct due diligence, ensure compliance with FEC rules and IRS regulations for tax exempt organization
- Approve broadcast television and digital advertisements, grassroots lobbying and other issue advocacy activity
- Write and execute contracts, agreements, policies and training materials for organization
- Advise on public policy initiatives and priorities for organization

Taft, Stettinius & Hollister LLP

Salary: Ex. 6

Indianapolis, IN

Associate Attorney

2012-2013

- Represented clients in firm's litigation and intellectual property practice groups
- Write briefs, pleadings and client memos; attend trials and depositions; served as Summer Associate in 2011

Romney for President 2012

Lansing, MI

Michigan Election Day Operations Director

2012

- Managed all election day operations in Michigan; supervised high profile projects in other states, including a major ballot duplication process in Palm Beach, Fla.
- Advised Romney for President headquarters on state election law issues
- Recruited, trained, and managed a team of hundreds of volunteer attorneys and staff for election day
- Oversaw the preparation of election day and post-election day litigation plans and strategies

The White House

Washington, DC

Associate Director, Office of Political Affairs

2007-2008

- Drafted briefings and memos for the President, First Lady, Vice President, and other senior White House officials
- Conducted strategic research on legislative and domestic policy issues for Director
- Assisted the President's personnel office with appointments to Presidential boards and commissions
- Planned and executed State Arrival of Pope Benedict XVI, other dignitaries with White House Social Office

John McCain for President 2008

Arlington, VA

Regional Political Coordinator and Director of Surrogate Operations

2007

- Developed grassroots political organization and organized delegate recruitment in California, Nevada and Utah
- Worked with campaign attorneys to facilitate placement of John McCain on the ballot in key primary states

Office of U.S. Representative Daniel Lungren (R-CA)

Washington, DC

Executive Assistant/Legislative Assistant

2006-2007

- Manage legislative portfolio and advise Congressman on issues including national defense, social security and labor issues
- Handled Congressman's calendar, speaking engagements, correspondence, and other administrative matters

EDUCATION

University of Notre Dame Law School

Notre Dame, IN

Juris Doctor, cum laude

May 2012

Executive Solicitation Editor, *The Notre Dame Journal of Law, Ethics, and Public Policy*; Legal Internships: Pacific Legal Foundation; U.S. District Court for the Eastern District of Michigan; U.S. Attorney for the District of Kansas

University of Kansas

Lawrence, KS

Bachelor of Arts, Political Science

May 2005

James and Alice Phelps Memorial Scholarship Recipient; Intern, Office of U.S. Senator Sam Brownback (R-KS)

**Associate Administrator
For Office of Policy
ES-0340**

INTRODUCTION

The Associate Administrator for Office of Policy, Office of the Administrator, serves as the principal advisor to the Administrator for coordination of Agency wide policies and economics that promote innovative approaches to protecting public health and the environment with responsibility for overseeing the testing of new and innovative approaches to environmental protection and related policy changes.

SUPERVISORY CONTROLS

Receives general direction and broad policy guidance from the Administrator/Deputy Administrator. Within this broad framework, duties are performed with maximum independence subject to review only for attainment of overall objectives and compliance with policies.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as Counselor to the Administrator and Associate Administrator for the Office of Policy on all matters pertaining to environmental protection policy, and economic and innovative approaches to protecting public health and the environment. Serves as the primary link between the Administrator/Deputy Administrator and the regulated community on innovation policies and practices. Assures Agency wide integration of policies, strategic framework, new practices and approaches for innovation which result in increased achievements in environmental protection.
2. Serves as the point of contact for affecting the coordination of matters pertaining to policies and economics that promote innovative approaches to protecting public health and the environment.
3. Oversees the Agency's implementation of innovative activities to ensure new approaches and related policies are identified, designed, and tested by supporting program-specific approaches by other EPA offices. Identifies advantages and disadvantages, risks, and benefits associated with particular proposals; evaluates the various methods of implementing policy and program initiatives; and provides the Administrator/Deputy Administrator with authoritative analyses and recommendations. Provides advice and counsel on the need for change in the methods, procedures, and policies to strengthen the Agency's regulated authority. Recommendations are based on personal and group assessments, analyses, reports, general information, and other sources as supplemented by a continuous awareness of administrative or management policies, issues and programs.
4. Represents the Agency in providing advice and information to the Administrator/Deputy Administrator on innovative efforts and activities. With the responsible program and regional offices, the Associate Administrator identifies and seeks solutions to emerging innovation issues.
5. Oversees the coordination of innovative activities, work groups, and regional responses to specific issues. Responsible for the consistent application of national program policies by reinforcing existing administrative, procedural, and program policy mechanisms as well as through initiation of reviews of significant innovation activities of interest to the Administrator. Also, oversees on-site field visits which study, analyze and resolve problems of regional, sectional, and national scale.

6. Establishes and maintains working relationships with regional offices ,program offices, stakeholders and partners. Recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with state, county and local government officials. Works with the Regional Administrators to encourage the adoption of improved methods for dealing with small business and communities and to ensure that state and local perspectives are brought to bear in the development of specific EPA policy and program initiative.

7. Conducts briefings for the Administrator and/or her staff, Assistant Administrators, key program managers, or other officials as to the development of innovation, especially in terms of advance knowledge on controversial or sensitive issues.

8. Represents the Administrator and the Agency at all levels of government including Federal ,State, municipal and county agencies and at private industry and citizen groups ;provides information and advice on the Agency's innovation activities and programs and interprets existing and proposed plans and policies; and applies a broad comprehensive knowledge of problems involved in effective relationships between various government levels, private industry and citizenry in striving to promote plans and programs of special significance to the national environmental protection efforts. The incumbent stimulates interests, elicits support, works out agreements at all these levels and advises the Administrator on courses of action which should be taken.

9. Keeps alert and informed on current policies,programs and procedures of the Agency, and Congress. Prepares status reports and studies which pertain to problems of unusual breadth and intensity not normally within the purview of a specific statute or authority . Projects are generally far-reaching in impact, unique and require distinct and definite approaches. Makes recommendations to the Administrator/Deputy Administrator on comprehensive proposals for increasing the Agency's regulatory flexibility.

10. Exercises management responsibility over staff members ,making assignments and determining duties and priorities, evaluating employee performance, recommending incentives, initiating corrective actions ,assuring safety, keeping employees informed at all times, counseling employees, etc.

11. Exercises continuing responsibility to effectively support the Equal Employment Opportunity Affirmative Action Plan and communicating this support to subordinates, taking positive actions which will motivate and give opportunity to all personnel.

12. Performs other duties as assigned.

Message

From: Allen, Reginald [Allen.Reginald@epa.gov]
Sent: 2/22/2017 12:19:33 PM
To: Flynn, Mike [Flynn.Mike@epa.gov]
Subject: Fwd: Samantha Dravis - PPO Approved
Attachments: Dravis Binder.pdf; ATT00001.htm

Dravis - info attached

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell **Ex. 6**

Begin forwarded message:

From: "Munoz, Charles" <munoz.charles@epa.gov>
Date: February 21, 2017 at 7:41:39 AM EST
To: "Allen, Reginald" <Allen.Reginald@epa.gov>, "Barnett, Howard" <Barnett.Howard@epa.gov>
Cc: "Lesperance, Twanna" <Lesperance.Twanna@epa.gov>, "Miles, Ramona" <Miles.Ramona@epa.gov>, "Roberts, Suzanne" <Roberts.Suzanne@epa.gov>
Subject: Samantha Dravis - PPO Approved

All,

Attached is the binder for Samantha Dravis, she has been PPO approved and Administrator Pruitt has requested her paperwork be moved to the front of the line with her being able to fill out any paperwork sometime today. Her title will be Senior Policy Counsel and Associate Administrator for Policy as NCSES Level 3.

Please let me know of any questions. Thank you.

Charles Munoz
White House Liaison
Environmental Protection Agency

Message

From: Allen, Reginald [Allen.Reginald@epa.gov]
Sent: 2/21/2017 12:46:40 PM
To: Miles, Ramona [Miles.Ramona@epa.gov]; Peppins, Felicia [Peppins.Felicia@epa.gov]
CC: Lesperance, Twanna [Lesperance.Twanna@epa.gov]
Subject: Fwd: Samantha Dravis - PPO Approved
Attachments: Dravis Binder.pdf; ATT00001.htm

This should have mike Flynn and the administrator - please have for me by 9:00 so I can get signatures.

Thanks

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell **Ex. 6**

Begin forwarded message:

From: "Munoz, Charles" <munoz.charles@epa.gov>
Date: February 21, 2017 at 7:41:39 AM EST
To: "Allen, Reginald" <Allen.Reginald@epa.gov>, "Barnett, Howard" <Barnett.Howard@epa.gov>
Cc: "Lesperance, Twanna" <Lesperance.Twanna@epa.gov>, "Miles, Ramona" <Miles.Ramona@epa.gov>, "Roberts, Suzanne" <Roberts.Suzanne@epa.gov>
Subject: Samantha Dravis - PPO Approved

All,

Attached is the binder for Samantha Dravis, she has been PPO approved and Administrator Pruitt has requested her paperwork be moved to the front of the line with her being able to fill out any paperwork sometime today. Her title will be Senior Policy Counsel and Associate Administrator for Policy as NCSES Level 3.

Please let me know of any questions. Thank you.

Charles Munoz
White House Liaison
Environmental Protection Agency

Message

From: Stewart, Jannette [Stewart.Jannette@epa.gov]
Sent: 4/4/2018 12:34:59 PM
To: Allen, Reginald [Allen.Reginald@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]
CC: Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]; Stewart, Jannette [Stewart.Jannette@epa.gov]
Subject: RE: Allen IPA Final - HQ-613-18-19N
Attachments: image2018-04-04-081907.pdf

Reginald,

Attached is your approved IPA Agreement

Jannette Stewart
Office of Human Resources
Diversity and Recruitment Branch
Diversity, Recruitment and Employee Services Division
1200 Pennsylvania Avenue, NW
WJCN Room 1402F
Washington, Dc 20640
Office Phone: (202) 564-0405
Stewart.jannette@epa.gov

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you may have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner, to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Allen, Reginald
Sent: Tuesday, April 3, 2018 5:01 PM
To: Stewart, Jannette <Stewart.Jannette@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>
Cc: Lesperance, Twanna <Lesperance.Twanna@epa.gov>
Subject: Allen IPA Final

Teammates

Please find attached my completed IPA packet with all signatures – the 52 is being worked now.

Thanks
Reggie

Reginald E. Allen, SES
Senior Advisor to the Acting Deputy Administrator
U.S. Environmental Protection Agency
Direct 202-564-1029

Assigned Allen
HQ. 6/3. 18. 19

**Checklist Of Documents Required
For An IPA Assignment**

Documents for all IPA's (Required)

- ☒ Letter Requesting Services of Employee(s)
- ☒ IPA Assignment Agreement Form
- ☒ SF-52 for EPA Employees includes Detail, Extension and Termination of Detail *(needs to be completed)*
- ☒ Cost Benefit Justification Form
- ☒ Prohibition of Use of Federal Funds Form
- ☒ Employment Status Certification Form
- ☒ Concurrence with OGC for Conflict-of-Interest (obtain OGC **Ethics Lawyer** signature in Part 10 of the Assignment Agreement Form)
- ☒ List of Officials who negotiated assignment agreement (including telephone numbers – assignee may not be listed here)

Additional Documents as required

- ☐ Cost Analysis (Per Diem vs relocation)
- ☐ Supplemental Pay Form
- ☐ Miscellaneous Obligation Document (If EPA will be financially responsible for any portion of the IPA ONLY for non-federal coming into EPA)
- ☐ Concurrence with FMD if finance or travel issues exist
- ☐ Justification for extension

Documents Due at a Later Time

- ☐ Progress Report (Due from assignee within 10 workdays following the close of each fiscal year [September 30])
- ☐ Final Assignment Evaluation (Due from the assignee's IPA supervisor and the assignee within 10 work days following the end of the assignment)

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested IPA Assignment NTE 1 Year	2. Request Number
3. For Additional Information Call (Name and Telephone Number) Tracy Hunt (564-3082)	4. Proposed Effective Date 04-15-18

5. Action Requested By (Typed Name, Title, Signature, and Request Date) Mike Flynn, Acting Deputy Administrator <i>Michael Flynn</i> 4/3/18	6. Action Authorized By (Typed Name, title, signature, and Concurrence Date) M. Flynn, Acting Deputy Administrator <i>Michael Flynn</i> 4/3/18
---	--

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1, Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Allen, Reginald E.	2. Social Security Number	3. Date of Birth	4. Effective Date
---	---------------------------	------------------	-------------------

FIRST ACTION

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

SECOND ACTION

7. FROM: Position Title and Number U.S. Office of the Administrator Immediate Office	15. TO: Position Title and Number George Mason University - Environmental Science and Policy 4400 University Drive - Fairfax, VA. 22030
--	---

8. Pay Plan	9. Step Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Step Code	18. Grade or Level	19. Step or Rate	20. Total Salary Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5 Point 3 - 10 Point (Disability) 4 - 10 Point (Compensable) 5 - 10 Point (Other) 6 - 10 Point (Compensable 30%)	24. Tenure 1 - None 2 - Conditional 3 - Permanent 4 - Indefinite	25. Agency Use	26. Veterans Preference for RD <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Week Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category 1 - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. AGENCY DATA	41.	42.	43.	44.		
45. EDUCATIONAL LEVEL	46. DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP 1 - USA 8 - OTHER	50. Vietnam Era Vet	51. SUPERVISORY STATUS

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			B.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
--	-----------	---------------

CONTINUED ON REVERSE
52-118

OVER



4400 University Drive Fairfax, Virginia 22030
Phone: 703-993-1000 Web: www.gmu.edu

Reginald Allen
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Washington, DC
March 27, 2018

Dear Mr. Allen:

On behalf of the Environmental Science and Policy Department, George Mason University I invite you to share your over 30 years of leadership and management experience and expertise as an Executive in Residence/Affiliate Faculty member within the Environmental Science and Policy Department for the period April 15, 2018 to April 14, 2019.

George Mason University is a comprehensive, baccalaureate and master's degree granting university that offers arts and sciences, professional and business courses and programs to a diverse student population. The Environmental Science and Policy Department is world-renowned for developing academically prepared leaders in government, public service and policy institutions. George Mason University is particularly interested in developing stronger relationships with federal and local governments as a means of broadening student experiences and future career opportunities. To that end, we are asking for your assistance in:

- facilitating the participation of EPA employees in institutional and educational exchanges;
- providing class lectures on opportunities and organization of the EPA;
- support or conduct other research and lectures such as leadership / management, etc. as required;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day;
- facilitate grant and contract proposal writing lecture/workshop for faculty;
- coordinate a mentor's program for the department;
- coordinate, organize, and execute "Shadow Days" with the EPA;
- sponsor and support diversity activities at GMU as a senior minority government executive;

- support opportunities and provide "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students;
- leverage change and performance management experience to conduct general research on performance management;
- planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress;
- providing management and faculty support to the Chair of the Environmental Science & Policy Department.

Thank you for your willingness to share your experience and expertise in this position. I am sure your skills and abilities will complement the existing expertise within the Environmental Science and Policy Department and yield mutually beneficial outcomes for the US Environmental Protection Agency and George Mason University.

Sincerely,

A handwritten signature in dark ink, appearing to read 'A. Alonso Aguirre', enclosed within a hand-drawn oval.

A. Alonso Aguirre
Chair, Environmental Science & Policy Department
George Mason University

HQ. 613.18.19N

OP 654-REV. 2-89

U.S. Office of Personnel Management

FPM Chapter 334

Assignment Agreement

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government" when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management
Personnel Mobility Program
Staffing Operations Division/3615
1900 E Street, NW
Washington, D.C. 20415

Procedural questions in completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Program in the U.S. Office of Personnel Management.

PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT

Check appropriate box

☒ New Agreement

☐ Modification

☐ Extension

PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE

1. Name (Last, First, Middle)

Allen, Reginald E.

2. Social Security Number

3. Home Address (Street, City, State, Zip Code)

Ex. 6

4. A. Have you ever been on a mobility assignment?

☐ YES

☒ NO

5. B. If "YES", date of each assignment (Month and Year)

From

To

PART 3 - PARTIES TO THE AGREEMENT

6. Federal Agency (List office, bureau or organizational unit which is party to agreement)

Environmental Protection Agency

7. State or Local Government (Identify the governmental agency)

George Mason University

8. Is assignment being made through a faculty fellows program?
If YES, give name of the program

☐ YES

☒ NO

PART 4 - POSITION DATA

9. Position Category (Indicate)

10. Employment Office Name and Address (Street, City, State and ZIP Code)

Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington, DC 20460

11. Employee's Position Title

Asst Deputy Chief of Staff

12. Office Telephone Number (Include the Area Code)

2025841029

13. Immediate Supervisor (Name and Title)

Michael Flynn, Acting Deputy Administrator

14. Type of Current Appointment

15. Federal Employees (Check appropriate box)

☒ Career/Competitive

Grade Level

☐ Other (Specify)

Senior Executive Service

16. State and Local Employees

State or Local Annual Salary

Original Date Employed by the State or Local Government (Month, Day, Year)

17. Position To Which Assignment Will Be Made

18. Employment Office Name and Address (Street, City, State and ZIP Code)

George Mason University
Environmental Science and Policy Department
4400 University Drive, MS 5F2
Fairfax, VA 22030

19. Assignee's Position Title

Executive in Residence

20. Office Telephone Number (Include the Area Code)

7039931043

21. Immediate Supervisor (Name and Title)

A. Alonso Aguirre, Chair, Environmental Science & Policy Department

Previous edition is obsolete

50 65 - 105

PART 5 - TYPE OF ASSIGNMENT

19. Check Appropriate Boxes:

- | | |
|---|---|
| <input checked="" type="checkbox"/> On detail from a Federal agency | <input checked="" type="checkbox"/> Full Time |
| <input type="checkbox"/> On leave from a Federal agency | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> On detail to a Federal agency | <input type="checkbox"/> Interdiction |
| <input type="checkbox"/> On appointment in a Federal agency | |

20. Period of Assignment (Month Day Year)

From

to

04/15/2018

04/14/2019

PART 6 - REASON FOR MOBILITY ASSIGNMENT

21. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This IPA Act mobility assignment will benefit the U.S. Environmental Protection Agency (EPA) and George Mason University (GMU) and further partnership and collaboration. This assignment will allow Mr. Allen to apply over 30 years of government leadership and management experience within the Environmental Science & Policy Department (ESP) at GMU to facilitate part of EPA's core mission to protect public health and the environment which requires establishment of strong working relationships with colleges and universities. These are critical sources for the professional talent EPA needs to build a diverse, high performing workforce. Mr. Allen's research capabilities and collaboration skills will help develop solutions and extend the talent pool for EPA, thereby supporting outcomes that are central to EPA's environmental protection mission. GMU will benefit from having Mr. Allen's expertise "in house" within ESP. While on assignment, Mr. Allen will help identify and prioritize projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. At the completion of this agreement, Mr. Allen will return to his position of record as the Asst Deputy Chief of Staff, or a similar level Senior Executive Service position at the EPA. Mr. Allen will provide gain valuable perspectives on EPA from external stakeholders, enhancing his leadership in contributing to EPA's mission.

PART 7 - POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment.

George Mason University has requested that Mr. Allen share his extensive management and leadership knowledge to serve as a Resident Executive / Affiliate Faculty within the Environmental Science & Policy Department. The department and the university is particularly interested in developing stronger relationships with the federal government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Allen's extensive leadership and management background. Specific activities include, but are not limited to: facilitating the participation of EPA employees in institutional and educational exchanges, providing class lectures on opportunities and organization of the EPA, support or conduct other research and lectures such as leadership / management, etc. as required, help expand the applicant pool for student employment opportunities within EPA, facilitate an EPA/Federal employment career day, facilitate grant and contract proposal writing lecture/workshop for faculty, coordinate a mentor's program for the department, coordinate and execute "Shadow Days" with the EPA, sponsor and support diversity activities at GMU as a senior minority government executive, planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress, providing management and faculty support to the Chair of the Environmental Science & Policy Department. Additionally, Mr. Allen will help in identifying, advising and prioritizing on projects that intersect with EPA's mission, or could benefit from EPA perspective.

PART 8 - EMPLOYEE BENEFITS

23. Rate of Basic Pay During Assignment:

Executive Level II - SES

24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period.)

Executive Level II pay is determined by Congress

25. Leave Provisions (Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for requesting, requesting and recording such leave.)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus").

PART 9 - FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (if paying more than 60 percent of a Federal employee's salary beyond a 6 month period, specify rationale for cost-sharing decision.)

EPA is responsible for employee's salary and benefits.
See attached EPA cost-benefit rationale.

27. State or Local Government agency Obligations

GMU will provide work space, computer, and network and associated services / equipment / supplies, such as paper printer, as required comparable to GMU staff employees in comparable positions. Any other expenses are subject to the approval of the Chair.

PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

- ☒ 28. Applicable Federal, State or local conflict of interest laws have been reviewed with this employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.
- ☒ 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11 - OPTIONS

30. Indemnity coverage: **N/A** if not applicable.

A. Federal Employees Group Life Insurance:

☒ Covered ☐ N/A

B. Federal Civil Service Retirement system or Federal Employees Retirement System:

☒ Covered ☐ N/A

C. Federal employee health benefits:

☐ Covered ☒ N/A

31. State or Local Agency Benefits (Indicate all State employee benefits that will be relied by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)

N/A

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement.)

N/A

PART 12 - TRAVEL AND TRANSPORTATION

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 1344 of the Federal Personnel Manual; and (2) which travel and relocation expenses will be included.

No travel anticipated as part of this IPA. Any other expenses are subject to the approval of the Chair.
EPA will pay assignee's transit subsidy (i.e., public transportation cost) at a rate defined by EPA's policy.

PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

13. Check Appropriate Boxes

- ☒ A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- ☒ B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- ☒ C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) to one year, whichever is shorter.
- ☒ D. I have been informed of appropriate provisions should my position as my permanent employee become subject to a reduction in force procedure.
- ☒ E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal employees only).

PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations, and policies as indicated in Part 13 above.

14. Location of Assignment (Name of Organization)

George Mason University, Environmental Science & Policy Department

15. Date of Entry Into Force

From 04/15/2018 To 06/14/2019

16. Signature of Assigned Employee

PART 15 - CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

the description of duties and responsibilities is accurate and fully and accurately describes those of the assigned employee.

the assignment is being entered in to to serve a sound, mutual goals purpose and not solely for the employee's benefit.

at the completion of the assignment, the participating employee will be returned to the position held, and occupying at the time this agreement was entered into or a position of like seniority, status pay.

17. State or Local Government Agency

18. Signature of Approving Official

19. Date of Signature (Month, Day, Year)

20. Typed Name and Title

Michael Laskofski,
Associate VP of Research Operations
George Mason University

21. Federal Agency

22. Signature of Approving Official

23. Date of Signature (Month, Day, Year)


24. Typed Name and Title

Michael Flynn, Acting Deputy Administrator, EPA

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment in or from a State or local government institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from your employer, educational institutions, or law enforcers, or by State, local, or Federal income-taxing agencies.

Collection of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an index for or individual records maintained by Federal agencies. Furnishing you SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

State of Local Government Agency	30.	40.	41.
Federal Agency	42.	43.	44.
Headquarters Concurring Official	45. 	46. Jannette Stewart IPA Coordinator	47. 4.7.18

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employee To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law enforcement agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

REGINALD ALLEN

ADDENDUM TO IPA AGREEMENT

1

In order to ensure that the detail of this employee does not raise any ethics concerns under 18 U.S.C. §§ 203 and 205, EPA authorizes this employee, as part of the proper discharge of his/her official duties under this Agreement, to act as the host organization's agent and to represent the host organization before any federal department, agency, court, officer, or commission with one exception: when the host organization and the federal government are involved as adversaries in any litigation, including any administrative or judicial enforcement actions, EPA does not authorize this employee to act as the host organization's agent or attorney and does not authorize this employee to represent the host organization before any of the federal entities listed above. Unauthorized representation includes the filing of declarations in court proceedings and participating in status conferences with a court, engaging in negotiations with the federal government in litigation, and participating on conference calls between the parties.



I have read the preceding paragraph and understand the implications.

ADDITIONAL ACKNOWLEDGMENTS BY THE EPA EMPLOYEE:



All rules and policies governing the internal operation and management of the agency to which assignment is made under this agreement will be observed by me. I further understand that, in "partnering with nonprofit, private and government organizations" (see IPA agreement, Part VII, paragraph 22), I must abide by those statutory authorities that allow EPA and its employees to cooperate with non-federal entities.



I understand that I remain a federal employee subject to the federal ethics laws and regulations. I understand that I must file a public financial disclosure report, the OGE 278, through INTEGRITY as required by law and continue to be subject to the STOCK Act that requires, among other things, for me to disclose any negotiations for compensated employment to EPA Ethics within 3 business days. I further understand that I cannot seek employment with the gaining organization because doing so will be a financial conflict of interest.



I have been informed that any travel and transportation expenses covered by my Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.



Before accepting any travel-related expenses from the IPA host organization, including but not limited to airfare, hotel expenses, and per diem, I understand I must obtain EPA approval pursuant to 31 U.S.C. 1353 by submitting an EPA Form 26 10-3 to my appropriate ethics official, unless otherwise directed in writing in advance by my ethics official.



Any research or writing that I do under this IPA is done in my official EPA capacity will consult with EPA's Office of General Counsel in advance of any publication of work associated with this IPA to ensure that I comply with intellectual property and ethics guidelines, including use of any necessary disclaimers.

REGINALD ALLEN

ADDENDUM TO IPA AGREEMENT

2



Because my salary and benefits will be paid in part or in full with federal funds, I agree not to engage in any indirect lobbying of a member of Congress, a jurisdiction, or an official of any government in support of or in opposition to any legislation, law, ratification, policy, or appropriation. I understand that, under certain circumstances, assisting a non-federal entity or a member of the public in their lobbying efforts (including but not limited to preparing communication materials, analyzing or drafting proposed legislation) may constitute indirect lobbying and to consult with EPA's Office of General Counsel if I have questions. I understand that if I engage in indirect lobbying that violates the Anti-Lobbying Act or appropriation act restrictions on indirect lobbying, I may be subject to civil and/or criminal penalties under the Anti-Lobbying Act and the Anti-Deficiency Act.



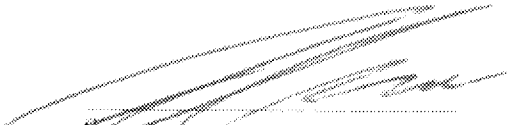
I have been informed of applicable provisions should my permanent employer become subject to a reduction in force procedure.



I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary and benefits) of my assignment.



I have been informed that my assignment may be terminated at any time at the option of the Federal Government or the State or local government.


Signature


Date

COST/BENEFITS JUSTIFICATION

PLEASE SPECIFY THE RATIONALE FOR THE COST-SHARING DECISION BY ANSWERING THE FOLLOWING:

1. How does the assignment support EPA's mission, or government-wide initiatives?

On December 15, 2015, the White House issued an Executive Order on Strengthening the Senior Executive Service. The EO identified continuous professional development as imperative to an executive's success and ability to gain experiences that will enable them to lead a variety of organizations. The U.S. Office of Personnel Management provided guidance on the section of the EO calling for agencies to increase the number of their SES members who are "rotating" to sharpen their skills. Applicable to the EO, a rotation is "a development process, involving movement to another position or an assignment that broadens the executive's knowledge, skill and experience in order to improve talent development, mission delivery and collaboration." Agency options to help their executives obtain such assignments include providing internal rotations to other departments and supporting external rotations to other agencies and non-Federal partners. The Intergovernmental Personnel Act mobility program provides a means for rotations to State and local governments, colleges and universities, tribal governments and other eligible organizations.

This IPA assignment is responsive to the government-wide objective to develop members of the SES workforce and reflects the EPA's commitment to supporting the professional growth of its senior executives. The assignment will allow Mr. Allen to gain perspectives and experiences outside his current role that will further his ability to collaborate and lead. The IPA is also supportive of goals in OPM's 2016 Government-wide Inclusive Diversity Strategic Plan. Specifically, the goal to "Diversify the Federal Workforce through the Active Engagement of Leadership." Mr. Allen's IPA is designed to benefit both the EPA and George Mason University through projects that focus on enhancing collaboration and institutional exchanges that will support the Agency's mission to protect human health and the environment.

2. How will the assignment strengthen relations with institutions important to the overall environmental mission and "network?"

The EPA seeks to build strong working relationships with academic institutions — critical sources for the professional talent the agency needs to fulfill its mission and build a diverse, high performing workforce. This assignment will further collaboration between EPA and GMU and encourage the participation of GMU students in the nation's environmental programs. This assignment highlights the EPA's support of students to include minority students and professionals, who comprise a growing component of the Nation's Twenty-first Century workforce. Through outreach and the performance of assigned duties, Mr. Allen will share information with the university's administrators, educators, students and alumni concerning the EPA's environmental mission and range of career opportunities. Mr. Allen will make full use of his network of leaders in government, business, and nongovernmental organizations to enhance project and broaden student and faculty perspectives. The IPA agreement will serve to strengthen those relationships and will allow Mr. Allen to build new partnerships and coalitions that have a common interest in adapting to, supporting, and evolving Federal policy, and in modernizing EPA and the nation's entire environmental protection enterprise. Such engagement and feedback will enhance EPA's ability to achieve its mission and serve and protect the nation.

COST/BENEFITS JUSTIFICATION

3. List the specific products derived from this agreement that will be utilized by EPA and/or the federal government.

- providing "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students – helping to build the bench for EPA;
- provide a valuable perspective on the Agency from an external stakeholder, which will enhance the executives' leadership and engagement abilities and help him contribute more to EPA's mission to meet environmental challenges of the future.
- identifying and prioritizing projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective thereby strengthening the agency's linkage with the academic community
- recommendations on how to build networks/promote contacts between EPA professionals and GMU students, faculty and alumni concerning topics of mutual interest.
- list of speakers from the EPA and GMU who can respectively, address the university community and EPA employees (e.g., during issue focused, diversity and other events).
- facilitating the participation of EPA employees in institutional and educational exchanges, and coordinate, organize, and execute "Shadow Days" with the EPA;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA
- facilitate grant proposal writing lecture/workshop for faculty reducing error rate on proposals to EPA

4. What are the specific factors that will be applied in evaluating the progress of this assignment and the evaluation of cost/benefits achieved?

- development of an action plan that is approved by the Chair of the Environmental Science & Policy Department;
- statements of cooperation by stakeholders partnering in research and analysis reviews;
- for selected projects, approval of a project plan that includes milestones for accomplishments, as required;
- timeliness and effectiveness in achieving the milestones identified in project plan(s);
- written annual progress report summarizing priority activities and accomplishments.
- The delivery of class lectures to GMU students on various topics (e.g., talent acquisition, leadership and workforce diversity).
- Development and implementation of a communication strategy (e.g., presentations, informational and brown bag sessions and organized events) to share information with GMU faculty, students and alumni concerning the EPA's mission and range of career opportunities.
- Outreach and student application for Federal agency internships; and student and alumni application for federal employment.
- coordinate and facilitate a guest lecture program identifying other federal personnel and academics who might serve as guest lecturers.

Prohibition of Use of Federal Funds

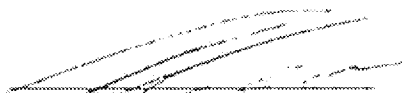
31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.


(A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action described in paragraph (2) of this subsection.

(2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:


- (A) The awarding of any Federal contract
- (B) The making of any Federal grant.
- (C) The making of any Federal loan.
- (D) The entering into of any cooperative agreement
- (E) The extension, continuation, renewal, Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

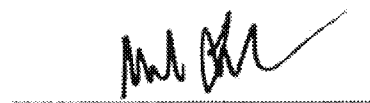
I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.

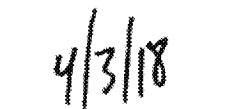

Assignee Signature


Date


Home Organization Signature


Date


Hosting Organization Signature
Michael Laskofski
Associate VP of Research Operations
George Mason University


Date

EMPLOYMENT STATUS CERTIFICATION STATEMENT

Authorizing Official for Home Organization:

I hereby certify that REGINALD E ALLEN has permanent status pursuant to the IPA manual Chapter 1, Section 6. I further certify that he was not converted to a different employment authority in the past 180 days for the sole purpose of becoming an eligible participant of the IPA program. Furthermore, our organization intends to return this employee to a permanent position upon completion of the IPA assignment. It is not the intent of the Program to hire the assignee to a "like" position while on temporary assignment to the Agency.

Pursuant to Chapter I, Section 12, I further certify that all applicable Federal, State and local conflict of interest and employee conduct laws have been reviewed with this employee.


Signature/Date 4/2/18


Title

Federal IPA Assignee:

Upon completion of my IPA assignment, I agree to return to my permanent position of record (or some "like" position). Should I fail to serve the required time (Chapter 2, Section 8), I have been informed that I may be liable to the federal government for all expenses incurred (excluding salary and benefits).


Signature/Date 29 Mar 18


Title

Non-Federal IPA Assignee:

If I fail to complete my assignment (Chapter 2, Section 8), and/or fail to return to my previous employer for the required time, I may be liable for all expenses incurred (excluding salary and benefits).

Signature/Date

Title

**List of Officials Who Negotiated
Assignment Agreement**

1) Michael Flynn
Acting Deputy Administrator
U.S. Environmental Protection Agency
1201 Constitution Avenue, NW
Washington, DC 20460
202-343-9356

2) A. Alonso Aguirre
George Mason University
Chair, Environmental Science & Policy Department
4400 University Drive, MS 5F2
Fairfax, VA 22030
703-993-1043

Message

From: Stewart, Jannette [Stewart.Jannette@epa.gov]
Sent: 4/4/2018 12:02:21 PM
To: Hunt, Tracy [Hunt.Tracy@epa.gov]
CC: Allen, Reginald [Allen.Reginald@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]; Stewart, Jannette [Stewart.Jannette@epa.gov]
Subject: FW: Signed SF-52 for IPA
Attachments: Allen-SignedSF-52-IPA-GMU.pdf; ATT00001.htm

Good Morning Tracy,

Please send me Reginald's complete SF-52 for his IPA Assignment. It will not prevent him from staring his assignment, but I need to have a completed copy for the record.

Thanks

Jannette Stewart
Office of Human Resources
Diversity and Recruitment Branch
Diversity, Recruitment and Employee Services Division
1200 Pennsylvania Avenue, NW
WJCN Room 1402F
Washington, Dc 20640
Office Phone: (202) 564-0405
Stewart.jannette@epa.gov

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you may have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner, to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Allen, Reginald
Sent: Wednesday, April 4, 2018 7:37 AM
To: Stewart, Jannette <Stewart.Jannette@epa.gov>
Subject: Fwd: Signed SF-52 for IPA

Here's the signed 52
Thanks
Reggie

Sent from my iPhone

Begin forwarded message:

From: "Allen, Reginald" <Allen.Reginald@epa.gov>
Date: April 3, 2018 at 5:35:59 PM EDT

To: "Lesperance, Twanna" <Lesperance.Twanna@epa.gov>, "Hunt, Tracy" <Hunt.Tracy@epa.gov>

Subject: Signed SF-52 for IPA

Tracy/Twanna

Thanks for knocking this out for me – I got Mike's last signature of his last day...

Please fwd to RTP and note for them this is effective the beginning of next pay period although there is not payroll transaction.

Thanks my friends

Reggie

Reginald E. Allen, SES

Senior Advisor to the Acting Deputy Administrator

U.S. Environmental Protection Agency

Direct 202-564-1029

Cell Ex. 6

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested IPA Assignment NTE 1 Year	2. Request Number
3. For Additional Information Call (Name and Telephone Number) Tracy Hunt (564-3082)	4. Proposed Effective Date 04-15-18

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
Mike Flynn, Acting Deputy Administrator *Michael Flynn* 4/3/18

6. Action Authorized By (Typed Name, title, signature, and Concurrence Date)
M. Flynn, Acting Deputy Administrator *Michael Flynn* 4/3/18

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1, Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Allen, Reginald E.	2. Social Security Number	3. Date of Birth	4. Effective Date
---	---------------------------	------------------	-------------------

FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

U.S. Office of the Administrator
Immediate Office

15. TO: Position Title and Number

George Mason University - Environmental Science and Policy
4400 University Drive - Fairfax, VA. 22030

8. Pay Plan	9. Occ Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
11A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	21A. Basic Pay	21B. Locality Adj.	21C. Adj. Basic Pay	21D. Other Pay				

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. AGENCY DATA	41.	42.	43.	44.		
45. EDUCATIONAL LEVEL	46. YR DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP 1-USA 8-OTHER	50. Vietnam Era Vet	51. SUPERVISORY STATUS

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE

OVER

52-118

Message

From: Peppins, Felicia [Peppins.Felicia@epa.gov]
Sent: 3/10/2017 7:39:42 PM
To: Lattimore, Kraig [lattimore.kraig@epa.gov]
CC: Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Miles, Ramona [Miles.Ramona@epa.gov]; Allen, Reginald [Allen.Reginald@epa.gov]
Subject: Sarah Greenwalt
Attachments: image2017-03-10-143450.pdf

Hello Kraig,

I understand that Sarah Greenwalt will be joining OGC. I wanted to share with you the paperwork we did to bring her on board as an AD Senior Advisor to the Administrator. The Statement of Work duties will need to be changed to reflect OGC duties. Please let me know if I can assist you in any way with this action. Thanks.

Felicia A. Peppins, Program Analyst
U.S. Environmental Protection Agency
Office of the Administrator
Office of Administrative and Executive Services
1200 Pennsylvania Avenue, N.W.
Room 2432U WJC-North Mail Code 1104A
Washington, DC 20460
202-564-7428

ebbs

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Administratively Determined Appointment	2. Request Number IO-2017-057
3. For Additional Information Call (Name and Telephone Number) Felicia Peppins	4. Proposed Effective Date 03/06/2017
Local Tracking No:	

5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator <i>Michael Flynn 2/23/17</i>	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator <i>[Signature]</i>
--	---

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name Greenwalt, Sarah	2. Social Security Number Ex. 6	3. Date of Birth	4. Effective Date
-----------------------------	------------------------------------	------------------	-------------------

FIRST ACTION

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

SECOND ACTION

7. FROM: Position Title and Number						15. TO: Position Title and Number Senior Advisor to the Administrator					
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
						AD	0301	00	00	\$97,956.00	PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay	

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460
--	---

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Nonresidence 6 - 10-Point/Nonresidence/20%				24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use	26. Veterans Preference for RIF YES NO	
27. FEGLI				28. Annuitant Indicator		29. Pay Rate Determinant		
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule		
						33. Part Time Hours Per Biweekly Pay Period		

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Appointment		35. FLSA Category	36. Appropriation Code 17/18 B 11A ZZZME8		37. Bargaining Unit Status
38. Duty Station Code		39. Duty Station Washington, DC 20460			

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Veterans Status
				51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
--	-----------	---------------

CONTINUED ON NEXT PAGE



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the Appointment of Sarah Greenwalt to serve as Senior Advisor to the Administrator in the Office of the Administrator, Immediate Office. Ms. Greenwalt will be compensated at the rate of \$97,956 per annum.

A handwritten signature in black ink, appearing to read "E. Scott Pruitt", written over a horizontal line.

E. Scott Pruitt
Administrator



Recycled/Recyclable
Printed with Soy/Canola Ink on paper that
contains at least 50% recycled fiber

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor to the Administrator
AD-0301-00

ORGANIZATION

Environmental Protection Agency
Office of the Administrator
Immediate Office/

TITLE AND GRADE OF SUPERVISOR

Administrator, EX-340

STATEMENT OF RESPONSIBILITIES

Serves as Senior Advisor to the Administrator. In this capacity, the incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.

Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.

Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.

Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.

Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.

Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.

**Checklist of Documents Required
For an IPA Assignment**

Documents for all IPA's (Required)

- ☒ Letter Requesting Services of Employee(s)
- ☒ IPA Assignment Agreement Form
- ☒ Addendum to IPA Agreement
- ☒ Cost Benefit Justification Form
- ☒ Prohibition of Use of Federal Funds Form
- ☒ Employment Status Certification Form
- ☒ Concurrence with OGC for Conflict-of-Interest (obtain OGC Ethics
Lawyer signature in Part 10 of the Assignment Agreement Form)
- ☒ List of Officials who negotiated assignment agreement (including telephone numbers - assignee
may not be listed here)

Documents on an "as-needed" basis

- ☐ Cost Analysis (Per Diem vs relocation)
- ☐ Supplemental Pay Form
- ☐ Miscellaneous Obligation Document (If EPA will be financially responsible for any portion of the
IPA ONLY for non-federal coming into EPA)
- ☐ SF-52 (for EPA employee, include both Detail and Termination of Detail)
- ☐ Concurrence with FMD if finance or travel issues exist
- ☐ Justification for extension

Documents Due at a Later Time

- ☐ Progress Report (Due from assignee within 10 workdays following the close of each fiscal year
[September 30])
- ☐ Final Assignment Evaluation (Due from the assignee's IPA supervisor and the assignee within 10
work days following the end of the assignment)



4400 University Drive, Fairfax, Virginia 22030
Phone: 703-993-1000; Web: www.gmu.edu

Reginald Allen
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Washington, DC
March 27, 2018

Dear Mr. Allen:

On behalf of the Environmental Science and Policy Department, George Mason University I invite you to share your over 30 years of leadership and management experience and expertise as an Executive in Residence/Affiliate Faculty member within the Environmental Science and Policy Department for the period April 15, 2018 to April 14, 2019.

George Mason University is a comprehensive, baccalaureate and master's degree granting university that offers arts and sciences, professional and business courses and programs to a diverse student population. The Environmental Science and Policy Department is world-renowned for developing academically prepared leaders in government, public service and policy institutions. George Mason University is particularly interested in developing stronger relationships with federal and local governments as a means of broadening student experiences and future career opportunities. To that end, we are asking for your assistance in:

- facilitating the participation of EPA employees in institutional and educational exchanges;
- providing class lectures on opportunities and organization of the EPA;
- support or conduct other research and lectures such as leadership / management, etc. as required;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day;
- facilitate grant and contract proposal writing lecture/workshop for faculty;
- coordinate a mentor's program for the department;
- coordinate, organize, and execute "Shadow Days" with the EPA;
- sponsor and support diversity activities at GMU as a senior minority government executive;

- support opportunities and provide "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students;
- leverage change and performance management experience to conduct general research on performance management;
- planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress;
- providing management and faculty support to the Chair of the Environmental Science & Policy Department.

Thank you for your willingness to share your experience and expertise in this position. I am sure your skills and abilities will complement the existing expertise within the Environmental Science and Policy Department and yield mutually beneficial outcomes for the US Environmental Protection Agency and George Mason University.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Alonso Aguirre", enclosed within a hand-drawn oval.

A. Alonso Aguirre
Chair, Environmental Science & Policy Department
George Mason University

Assignment Agreement

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management
Personnel Mobility Program
Staffing Operations Division/CEG
1900 E street, NW
Washington, D.C. 20415

The term "State or local government," when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Program is the U.S. Office of Personnel Management.

PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT

1. Check Appropriate Box

☒ New Agreement☐ Modification☐ Extension

PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE

2. Name (Last, First, Middle)

Allen, Reginald E

3. Social Security Number

4. Home Address (Street, City, State, Zip Code)

Ex. 6

5.- A. Have you ever been on a mobility assignment?

☐ YES☒ NO

5.- B. If "YES", date of each assignment (Month and Year)

From

To

PART 3 - PARTIES TO THE AGREEMENT

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement)

Environmental Protection Agency

7. State or Local Government (Identify the governmental agency)

George Mason University

8. Is assignment being made through a faculty fellows program?

If "YES", give name of the program.

☐ YES☒ NO

PART 4 - POSITION DATA

A - Position Currently Held

9. Employment Office Name and Address (Street, City, State and ZIP Code)

Environmental Protection Agency
1200 Pennsylvania Ave, NW
Washington, DC 20460

10. Employee's Position Title

Asst Deputy Chief of Staff

11. Office Telephone Number
(Include the Area Code)

2025641029

12. Immediate Supervisor (Name and Title)

Michael Flynn, Acting Deputy Administrator

B - Type of Current Appointment

13. Federal Employees (Check appropriate box.)

☒ Career Competitive☐ Other (Specify):

Grade Level

Senior Executive Service

14. State and Local Employees

State or Local Annual Salary

Original Date Employed by the
State or Local Government (Month,
Day, Year)

C - Position To Which Assignment Will Be Made

15. Employment Office Name and Address (Street, City, State and ZIP Code)

George Mason University
Environmental Science and Policy Department
4400 University Drive, MS 5F2
Fairfax, VA 22030

16. Assignee's Position Title

Executive in Residence

17. Office Telephone Number
(Include the Area Code)

7039931043

18. Immediate supervisor (Name and Title)

A. Alonso Aguirre, Chair, Environmental Science & Policy
Department

PART 5 - TYPE OF ASSIGNMENT

19. Check Appropriate Boxes

- ☒ On detail from a Federal agency
☐ On leave c from a Federal agency
☐ On detail to a Federal agency
☐ On appointment in a Federal agency

- ☒ Full Time
☐ Part Time
☐ Intermittent

20. Period of Assignment (Month, Day, Year)

From

To

04/15/2018

04/14/2019

PART 6 - REASON FOR MOBILITY ASSIGNMENT

21. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This IPA Act mobility assignment will benefit the U.S. Environmental Protection Agency (EPA) and George Mason University (GMU) and further partnership and collaboration. This assignment will allow Mr. Allen to apply over 30 years of government leadership and management experience within the Environmental Science & Policy Department (ESP) at GMU to facilitate part of EPA's core mission to protect public health and the environment which requires establishment of strong working relationships with colleges and universities. These are critical sources for the professional talent EPA needs to build a diverse, high performing workforce. Mr. Allen's research capabilities and collaboration skills will help develop solutions and extend the talent pool for EPA, thereby supporting outcomes that are central to EPA's environmental protection mission. GMU will benefit from having Mr. Allen's expertise "in house" within ESP. While on assignment, Mr. Allen will help identify and prioritize projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. At the completion of this agreement, Mr. Allen will return to his position of record as the Asst Deputy Chief of Staff, or a similar level Senior Executive Service position at the EPA. Mr. Allen's will provide gain valuable perspectives on EPA from external stakeholders, enhancing his leadership in contributing to EPA's mission.

PART 7 - POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment.

George Mason University has requested that Mr. Allen share his extensive management and leadership knowledge to serve as a Resident Executive / Affiliate Faculty within the Environmental Science & Policy Department. The department and the university is particularly interested in developing stronger relationships with the federal government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Allen's extensive leadership and management background. Specific activities include, but are not limited to: facilitating the participation of EPA employees in institutional and educational exchanges; providing class lectures on opportunities and organization of the EPA; support or conduct other research and lectures such as leadership / management, etc. as required; help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day; facilitate grant and contract proposal writing lecture/workshop for faculty; coordinate a mentor's program for the department; coordinate and execute "Shadow Days" with the EPA; sponsor and support diversity activities at GMU as a senior minority government executive; planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress; providing management and faculty support to the Chair of the Environmental Science & Policy Department. Additionally, Mr. Allen will help in identifying, advising and prioritizing on projects that intersect with EPA's mission, or could benefit from EPA perspective.

PART 8 - EMPLOYEE BENEFITS

23. Rate of Basic Pay During Assignment

Executive Level II - SES

24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)

Executive Level II pay is determined by Congress

25. Leave Provisions (Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus").

PART 9 - FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)

EPA is responsible for employee's salary and benefits.
See attached EPA cost-benefit rationale.

27. State or Local Government agency Obligations

GMU will provide work space, computer, and network and associated services / equipment / supplies, such as paper, printer, as required comparable to GMU staff employees in comparable positions. Any other expenses are subject to the approval of the Chair.

PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

- ☒ 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.
- ☒ 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11 - OPTIONS

30. Indicate coverage "N/A", if not applicable.

A. Federal Employees Group Life Insurance

☒ Covered ☐ N/A

B. Federal Civil Service Retirement system or federal Employees Retirement System

☒ Covered ☐ N/A

C. Federal employee Health Benefits

☐ Covered ☒ N/A

31. State or Local Agency Benefits (Indicate all State employee benefits that will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)

N/A

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement)

N/A

PART 12 - TRAVEL AND TRANSPORTATION

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 3344 of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

No travel anticipated as part of this IPA. Any other expenses are subject to the approval of the Chair.
EPA will pay assignee's transit subsidy (i. e. , public transportation cost) at a rate defined by EPA's policy.

PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

34. Check Appropriate Boxes.

- ☒ A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- ☒ B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- ☒ C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- ☒ D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- ☒ E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal Employees only).

PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)

George Mason University, Environmental Science & Policy Department

36. Date (Month, Day, Year)

From

To

04/15/2018

04/14/2019

37. Signature of Assigned Employee

38. Date of Signature (Month, Day, Year)

Mar 29 2018

PART 15 - CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered in to to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status pay.

State or Local Government Agency

Federal Agency

39. Signature of Authorizing Officer

40. Signature of Authorizing Officer

41. Date of Signature (Month, Day, Year)

42. Date of Signature (Month, Day, Year)

43. Typed Name and Title

44. Typed Name and Title

A. Alonso Aguirre, Chair, Environmental Science & Policy Department, GMU

Michael Flynn, Acting Deputy Administrator, EPA


PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income taxing agencies.


Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.


ADDENDUM TO IPA AGREEMENT


In order to ensure that the detail of this employee does not raise any ethics concerns under 18 U.S.C. §§ 203 and 205, EPA authorizes this employee, as part of the proper discharge of his/her official duties under this Agreement, to act as the host organization's agent and to represent the host organization before any federal department, agency, court, officer, or commission with one exception: when the host organization and the federal government are involved as adversaries in any litigation, including any administrative or judicial enforcement actions, EPA does not authorize this employee to act as the host organization's agent or attorney and does not authorize this employee to represent the host organization before any of the federal entities listed above. Unauthorized representation includes the filing of declarations in court proceedings and participating in status conferences with a court, engaging in negotiations with the federal government in litigation, and participating on conference calls between the parties.


 I have read the preceding paragraph and understand the implications.


ADDITIONAL ACKNOWLEDGMENTS BY THE EPA EMPLOYEE:

 All rules and policies governing the internal operation and management of the agency to which assignment is made under this agreement will be observed by me. I further understand that, in "partnering with nonprofit, private and government organizations" (see IPA agreement, Part VII, paragraph 22), I must abide by those statutory authorities that allow EPA and its employees to cooperate with non-federal entities.

 I understand that I remain a federal employee subject to the federal ethics laws and regulations. I understand that I must file a public financial disclosure report, the OGE 278, through INTEGRITY as required by law and continue to be subject to the STOCK Act that requires, among other things, for me to disclose any negotiations for compensated employment to EPA Ethics within 3 business days. I further understand that I cannot seek employment with the gaining organization because doing so will be a financial conflict of interest.

 I have been informed that any travel and transportation expenses covered by my Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.

 Before accepting any travel-related expenses from the IPA host organization, including but not limited to airfare, hotel expenses, and per diem, I understand I must obtain EPA approval pursuant to 31 U.S.C. 1353 by submitting an EPA Form 26 10-3 to my appropriate ethics official, unless otherwise directed in writing in advance by my ethics official.

 Any research or writing that I do under this IPA is done in my official EPA capacity will consult with EPA's Office of General Counsel in advance of any publication of work associated with this IPA to ensure that I comply with intellectual property and ethics guidelines, including use of any necessary disclaimers.

REGINALD ALLEN

ADDENDUM TO IPA AGREEMENT

2



Because my salary and benefits will be paid in part or in full with federal funds, I agree not to engage in any indirect lobbying of a member of Congress, a jurisdiction, or an official of any government in support of or in opposition to any legislation, law, ratification, policy, or appropriation. I understand that, under certain circumstances, assisting a non-federal entity or a member of the public in their lobbying efforts (including but not limited to preparing communication materials, analyzing or drafting proposed legislation) may constitute indirect lobbying and to consult with EPA's Office of General Counsel if I have questions. I understand that if I engage in indirect lobbying that violates the Anti-Lobbying Act or appropriation act restrictions on indirect lobbying, I may be subject to civil and/or criminal penalties under the Anti-Lobbying Act and the Anti-Deficiency Act.




I have been informed of applicable provisions should my permanent employer become subject to a reduction in force procedure.




I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary and benefits) of my assignment.



I have been informed that my assignment may be terminated at any time at the option of the Federal Government or the State or local government.


Signature


Date

COST/BENEFITS JUSTIFICATION

PLEASE SPECIFY THE RATIONALE FOR THE COST-SHARING DECISION BY ANSWERING THE FOLLOWING:

1. How does the assignment support EPA's mission, or government-wide initiatives?

On December 15, 2015, the White House issued an Executive Order on Strengthening the Senior Executive Service. The EO identified continuous professional development as imperative to an executive's success and ability to gain experiences that will enable them to lead a variety of organizations. The U.S. Office of Personnel Management provided guidance on the section of the EO calling for agencies to increase the number of their SES members who are "rotating" to sharpen their skills. Applicable to the EO, a rotation is "a development process, involving movement to another position or an assignment that broadens the executive's knowledge, skill and experience in order to improve talent development, mission delivery and collaboration." Agency options to help their executives obtain such assignments include providing internal rotations to other departments and supporting external rotations to other agencies and non-Federal partners. The Intergovernmental Personnel Act mobility program provides a means for rotations to State and local governments, colleges and universities, tribal governments and other eligible organizations.

This IPA assignment is responsive to the government-wide objective to develop members of the SES workforce and reflects the EPA's commitment to supporting the professional growth of its senior executives. The assignment will allow Mr. Allen to gain perspectives and experiences outside his current role that will further his ability to collaborate and lead. The IPA is also supportive of goals in OPM's 2016 Government-wide Inclusive Diversity Strategic Plan. Specifically, the goal to "Diversify the Federal Workforce through the Active Engagement of Leadership." Mr. Allen's IPA is designed to benefit both the EPA and George Mason University through projects that focus on enhancing collaboration and institutional exchanges that will support the Agency's mission to protect human health and the environment.

2. How will the assignment strengthen relations with institutions important to the overall environmental mission and "network?"

The EPA seeks to build strong working relationships with academic institutions – critical sources for the professional talent the agency needs to fulfill its mission and build a diverse, high performing workforce. This assignment will further collaboration between EPA and GMU and encourage the participation of GMU students in the nation's environmental programs. This assignment highlights the EPA's support of students to include minority students and professionals, who comprise a growing component of the Nation's Twenty-first Century workforce. Through outreach and the performance of assigned duties, Mr. Allen will share information with the university's administrators, educators, students and alumni concerning the EPA's environmental mission and range of career opportunities. Mr. Allen will make full use of his network of leaders in government, business, and nongovernmental organizations to enhance project and broaden student and faculty perspectives. The IPA agreement will serve to strengthen those relationships and will allow Mr. Allen to build new partnerships and coalitions that have a common interest in adapting to, supporting, and evolving Federal policy, and in modernizing EPA and the nation's entire environmental protection enterprise. Such engagement and feedback will enhance EPA's ability to achieve its mission and serve and protect the nation.

COST/BENEFITS JUSTIFICATION

3. List the specific products derived from this agreement that will be utilized by EPA and/or the federal government.

- providing "hands-on" learning opportunities for students particularly in understanding the Environmental Protection Agency and future opportunities for students – helping to build the bench for EPA;
- provide a valuable perspective on the Agency from an external stakeholder, which will enhance the executives' leadership and engagement abilities and help him contribute more to EPA's mission to meet environmental challenges of the future.
- identifying and prioritizing projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective thereby strengthening the agency's linkage with the academic community
- recommendations on how to build networks/promote contacts between EPA professionals and GMU students, faculty and alumni concerning topics of mutual interest.
- list of speakers from the EPA and GMU who can respectively, address the university community and EPA employees (e.g., during issue focused, diversity and other events).
- facilitating the participation of EPA employees in institutional and educational exchanges, and coordinate, organize, and execute "Shadow Days" with the EPA;
- help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA
- facilitate grant proposal writing lecture/workshop for faculty reducing error rate on proposals to EPA

4. What are the specific factors that will be applied in evaluating the progress of this assignment and the evaluation of cost/benefits achieved?

- development of an action plan that is approved by the Chair of the Environmental Science & Policy Department;
- statements of cooperation by stakeholders partnering in research and analysis reviews;
- for selected projects, approval of a project plan that includes milestones for accomplishments, as required;
- timeliness and effectiveness in achieving the milestones identified in project plan(s);
- written annual progress report summarizing priority activities and accomplishments.
- The delivery of class lectures to GMU students on various topics (e.g., talent acquisition, leadership and workforce diversity).
- Development and implementation of a communication strategy (e.g., presentations, informational and brown bag sessions and organized events) to share information with GMU faculty, students and alumni concerning the EPA's mission and range of career opportunities.
- Outreach and student application for Federal agency internships; and student and alumni application for federal employment.
- coordinate and facilitate a guest lecture program identifying other federal personnel and academics who might serve as guest lecturers.

Prohibition of Use of Federal Funds

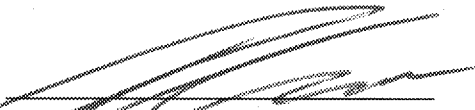
31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

(A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action described in paragraph (2) of this subsection.

(2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:

- (A) The awarding of any Federal contract.
- (B) The making of any Federal grant.
- (C) The making of any Federal loan.
- (D) The entering into of any cooperative agreement
- (E) The extension, continuation, renewal, Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.


Assignee Signature

29 Mar 18
Date


Home Organization Signature

4/2/18
Date

Hosting Organization Signature

Date

EMPLOYMENT STATUS CERTIFICATION STATEMENT

Authorizing Official for Home Organization:

I hereby certify that REGINALD E ALLEN has permanent status pursuant to the IPA manual Chapter 1, Section 6. I further certify that he was not converted to a different employment authority in the past 180 days for the sole purpose of becoming an eligible participant of the IPA program. Furthermore, our organization intends to return this employee to a permanent position upon completion of the IPA assignment. It is not the intent of the Program to hire the assignee to a "like" position while on temporary assignment to the Agency.

Pursuant to Chapter I, Section 12, I further certify that all applicable Federal, State and local conflict of interest and employee conduct laws have been reviewed with this employee.

Signature/Date

Michael Flynn 4/2/18

Title

Acting Deputy Administrator

Federal IPA Assignee:

Upon completion of my IPA assignment, I agree to return to my permanent position of record (or some "like" position). Should I fail to serve the required time (Chapter 2, Section 8), I have been informed that I may be liable to the federal government for all expenses incurred (excluding salary and benefits).

Signature/Date

[Signature] 29 Mar 18

Title

Asst Dep C of S

Non-Federal IPA Assignee:

If I fail to complete my assignment (Chapter 2, Section 8), and/or fail to return to my previous employer for the required time, I may be liable for all expenses incurred (excluding salary and benefits).

Signature/Date

Title

**List of Officials Who Negotiated
Assignment Agreement**

1) Michael Flynn
Acting Deputy Administrator
U.S. Environmental Protection Agency
1201 Constitution Avenue, NW
Washington, DC 20460
202-343-9356

2) A. Alonso Aguirre
George Mason University
Chair, Environmental Science & Policy Department
4400 University Drive, MS 5F2
Fairfax, VA 22030
703-993-1043

Assignment Agreement

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management
Personnel Mobility Program
Staffing Operations Division/CEG
1900 E street, NW
Washington, D.C. 20415

The term "State or local government," when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Program in the U.S. Office of Personnel Management.

PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT

1. Check Appropriate Box



New Agreement



Modification



Extension

PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE

2. Name (Last, First, Middle)

Allen, Reginald E

3. Social Security Number

4. Home Address (Street, City, State, Zip Code)

Ex. 6

5.- A. Have you ever been on a mobility assignment?

☐ YES☒ NO

5.- B. If "YES", date of each assignment (Month and Year)

From

To

PART 3 - PARTIES TO THE AGREEMENT

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement)

Environmental Protection Agency

7. State or Local Government (Identify the governmental agency)

George Mason University

8. Is assignment being made through a faculty fellows program?

If "YES", give name of the program.

☐ YES☒ NO

PART 4 - POSITION DATA

A - Position Currently Held

9. Employment Office Name and Address (Street, City, State and ZIP Code)

Environmental Protection Agency
1200 Pennsylvania Ave, NW
Washington, DC 20460

10. Employee's Position Title

Asst Deputy Chief of Staff

11. Office Telephone Number
(Include the Area Code)

2025641029

12. Immediate Supervisor (Name and Title)

Michael Flynn, Acting Deputy Administrator

B - Type of Current Appointment

13. Federal Employees (Check appropriate box.)



Career Competitive



Other (Specify):

Grade Level

Senior Executive Service

14. State and Local Employees

State or Local Annual Salary

Original Date Employed by the
State or Local Government (Month,
Day, Year)

C - Position To Which Assignment Will Be Made

15. Employment Office Name and Address (Street, City, State and ZIP Code)

George Mason University
Environmental Science and Policy Department
4400 University Drive, MS 5F2
Fairfax, VA 22030

16. Assignee's Position Title

Executive in Residence

17. Office Telephone Number
(Include the Area Code)

7039931043

18. Immediate supervisor (Name and Title)

A. Alonso Aguirre, Chair, Environmental Science & Policy
Department

PART 5 - TYPE OF ASSIGNMENT

19. Check Appropriate Boxes

- ☒ On detail from a Federal agency
☐ On leave c from a Federal agency
☐ On detail to a Federal agency
☐ On appointment in a Federal agency

- ☒ Full Time
☐ Part Time
☐ Intermittent

20. Period of Assignment (Month, Day, Year)

From

To

04/15/2018

04/14/2019

PART 6 - REASON FOR MOBILITY ASSIGNMENT

21. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This IPA Act mobility assignment will benefit the U.S. Environmental Protection Agency (EPA) and George Mason University (GMU) and further partnership and collaboration. This assignment will allow Mr. Allen to apply over 30 years of government leadership and management experience within the Environmental Science & Policy Department (ESP) at GMU to facilitate part of EPA's core mission to protect public health and the environment which requires establishment of strong working relationships with colleges and universities. These are critical sources for the professional talent EPA needs to build a diverse, high performing workforce. Mr. Allen's research capabilities and collaboration skills will help develop solutions and extend the talent pool for EPA, thereby supporting outcomes that are central to EPA's environmental protection mission. GMU will benefit from having Mr. Allen's expertise "in house" within ESP. While on assignment, Mr. Allen will help identify and prioritize projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. At the completion of this agreement, Mr. Allen will return to his position of record as the Asst Deputy Chief of Staff, or a similar level Senior Executive Service position at the EPA. Mr. Allen's will provide gain valuable perspectives on EPA from external stakeholders, enhancing his leadership in contributing to EPA's mission.

PART 7 - POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment.

George Mason University has requested that Mr. Allen share his extensive management and leadership knowledge to serve as a Resident Executive / Affiliate Faculty within the Environmental Science & Policy Department. The department and the university is particularly interested in developing stronger relationships with the federal government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Allen's extensive leadership and management background. Specific activities include, but are not limited to: facilitating the participation of EPA employees in institutional and educational exchanges; providing class lectures on opportunities and organization of the EPA; support or conduct other research and lectures such as leadership / management, etc. as required; help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day; facilitate grant and contract proposal writing lecture/workshop for faculty; coordinate a mentor's program for the department; coordinate and execute "Shadow Days" with the EPA; sponsor and support diversity activities at GMU as a senior minority government executive; planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress; providing management and faculty support to the Chair of the Environmental Science & Policy Department. Additionally, Mr. Allen will help in identifying, advising and prioritizing on projects that intersect with EPA's mission, or could benefit from EPA perspective.

PART 8 - EMPLOYEE BENEFITS

23. Rate of Basic Pay During Assignment

Executive Level II - SES

24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)

Executive Level II pay is determined by Congress

25. Leave Provisions (Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus").

PART 9 - FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)

EPA is responsible for employee's salary and benefits. See attached cost-benefit rationale.

27. State or Local Government agency Obligations

GMU will provide work space, including an office with a computer, phone and associated services /equipment / supplies, such as paper, printer, files, meeting space, and business cards as required comparable to GMU staff employees in comparable positions. In addition, GMU will cover the costs of local travel for any required meetings, conferences and other business activities. GMU will cover the costs of conference registration fees and any needed training on case- by- case basis, subject to the approval of the Chair. GMU will provide a mobile phone and network services comparable to GMU staff employees in comparable positions.

PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

- ☒ 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.
- ☒ 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11 - OPTIONS

30. Indicate coverage "N/A", if not applicable.

A. Federal Employees Group Life Insurance

☒ Covered ☐ N/A

B. Federal Civil Service Retirement system or federal Employees Retirement System

☒ Covered ☐ N/A

C. Federal employee Health Benefits

☐ Covered ☒ N/A

31. State or Local Agency Benefits (Indicate all State employee benefits that will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)

N/A

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement)

N/A

PART 12 - TRAVEL AND TRANSPORTATION

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 3344 of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

Local travel will be paid by George Mason University, as needed or required to perform duties as Executive in Residence/ Affiliated Faculty as approved by the Chair of the Environmental Science & Policy Department - none are anticipated. EPA will pay assignee's transit subsidy (i.e., public transportation cost) at a rate defined by EPA's policy.

PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

34. Check Appropriate Boxes.

- ☒ A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- ☒ B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- ☒ C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- ☒ D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- ☒ E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal Employees only).

PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)

George Mason University, Environmental Science & Policy Department

36. Date (Month, Day, Year)

From

To

04/15/2018

04/14/2019

37. Signature of Assigned Employee

38. Date of Signature (Month, Day, Year)

Mar 29 2018

PART 15 - CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered in to to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status pay.

State or Local Government Agency

Federal Agency

39. Signature of Authorizing Officer

40. Signature of Authorizing Officer

41. Date of Signature (Month, Day, Year)

42. Date of Signature (Month, Day, Year)

43. Typed Name and Title

A. Alonso Aguirre, Chair, Environmental Science & Policy Department, GMU

44. Typed Name and Title

Michael Flynn, Acting Deputy Administrator, EPA

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

Prohibition of Use of Federal Funds


31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

(A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action described in paragraph (2) of this subsection.

(2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:

- (A) The awarding of any Federal contract.
- (B) The making of any Federal grant.
- (C) The making of any Federal loan.
- (D) The entering into of any cooperative agreement
- (E) The extension, continuation, renewal, Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.


Assignee Signature

29 Mar 18
Date


Home Organization Signature

4/2/18
Date

Hosting Organization Signature

Date

Message

From: DC-WJCN-2432DD-M@epa.gov [DC-WJCN-2432DD-M@epa.gov]
Sent: 4/2/2018 1:50:11 PM
To: Allen, Reginald [Allen.Reginald@epa.gov]
Attachments: image2018-04-02-095011.pdf

Assignment Agreement

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management
Personnel Mobility Program
Staffing Operations Division/CEG
1900 E street, NW
Washington, D.C. 20415

The term "State or local government," when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Program in the U.S. Office of Personnel Management.

PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT

1. Check Appropriate Box



New Agreement



Modification



Extension

PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE

2. Name (Last, First, Middle)

Allen, Reginald E

3. Social Security Number

4. Home Address (Street, City, State, Zip Code)

Ex. 6

5.- A. Have you ever been on a mobility assignment?



YES



NO

5.- B. If "YES", date of each assignment (Month and Year)

From

To

PART 3 - PARTIES TO THE AGREEMENT

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement)

Environmental Protection Agency

7. State or Local Government (Identify the governmental agency)

George Mason University

8. Is assignment being made through a faculty fellows program?

If "YES", give name of the program.



YES



NO

PART 4 - POSITION DATA

A - Position Currently Held

9. Employment Office Name and Address (Street, City, State and ZIP Code)

Environmental Protection Agency
1200 Pennsylvania Ave, NW
Washington, DC 20460

10. Employee's Position Title

Asst Deputy Chief of Staff

11. Office Telephone Number
(Include the Area Code)

2025641029

12. Immediate Supervisor (Name and Title)

Michael Flynn, Acting Deputy Administrator

B - Type of Current Appointment

13. Federal Employees (Check appropriate box.)



Career Competitive



Other (Specify):

Grade Level

Senior Executive Service

14. State and Local Employees

State or Local Annual Salary

Original Date Employed by the
State or Local Government (Month,
Day, Year)

C - Position To Which Assignment Will Be Made

15. Employment Office Name and Address (Street, City, State and ZIP Code)

George Mason University
Environmental Science and Policy Department
4400 University Drive, MS 5F2
Fairfax, VA 22030

16. Assignee's Position Title

Executive in Residence

17. Office Telephone Number
(Include the Area Code)

7039931043

18. Immediate supervisor (Name and Title)

A. Alonso Aguirre, Chair, Environmental Science & Policy
Department

PART 5 - TYPE OF ASSIGNMENT

19. Check Appropriate Boxes

- ☒ On detail from a Federal agency
☐ On leave c from a Federal agency
☐ On detail to a Federal agency
☐ On appointment in a Federal agency

- ☒ Full Time
☐ Part Time
☐ Intermittent

20. Period of Assignment (Month, Day, Year)

From

To

04/15/2018

04/14/2019

PART 6 - REASON FOR MOBILITY ASSIGNMENT

21. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This IPA Act mobility assignment will benefit the U.S. Environmental Protection Agency (EPA) and George Mason University (GMU) and further partnership and collaboration. This assignment will allow Mr. Allen to apply over 30 years of government leadership and management experience within the Environmental Science & Policy Department (ESP) at GMU to facilitate part of EPA's core mission to protect public health and the environment which requires establishment of strong working relationships with colleges and universities. These are critical sources for the professional talent EPA needs to build a diverse, high performing workforce. Mr. Allen's research capabilities and collaboration skills will help develop solutions and extend the talent pool for EPA, thereby supporting outcomes that are central to EPA's environmental protection mission. GMU will benefit from having Mr. Allen's expertise "in house" within ESP. While on assignment, Mr. Allen will help identify and prioritize projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. At the completion of this agreement, Mr. Allen will return to his position of record as the Asst Deputy Chief of Staff, or a similar level Senior Executive Service position at the EPA. Mr. Allen's will provide gain valuable perspectives on EPA from external stakeholders, enhancing his leadership in contributing to EPA's mission.

PART 7 - POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment.

George Mason University has requested that Mr. Allen share his extensive management and leadership knowledge to serve as a Resident Executive / Affiliate Faculty within the Environmental Science & Policy Department. The department and the university is particularly interested in developing stronger relationships with the federal government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Allen's extensive leadership and management background. Specific activities include, but are not limited to: facilitating the participation of EPA employees in institutional and educational exchanges; providing class lectures on opportunities and organization of the EPA; support or conduct other research and lectures such as leadership / management, etc. as required; help expand the applicant pool for student employment opportunities within EPA; facilitate an EPA/Federal employment career day; facilitate grant and contract proposal writing lecture/workshop for faculty; coordinate a mentor's program for the department; coordinate and execute "Shadow Days" with the EPA; sponsor and support diversity activities at GMU as a senior minority government executive; planning and organizing events with the department as well as participating in programs, including ones related to the role of the EPA in facilitating environmental progress; providing management and faculty support to the Chair of the Environmental Science & Policy Department. Additionally, Mr. Allen will help in identifying, advising and prioritizing on projects that intersect with EPA's mission, or could benefit from EPA perspective.

PART 8 - EMPLOYEE BENEFITS

23. Rate of Basic Pay During Assignment

Executive Level II - SES

24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)

Executive Level II pay is determined by Congress

25. Leave Provisions (Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host the reported hours will reflect the hours worked, an email leave and time information will be send to Chair, Environmental Science and Policy and to Acting Deputy Chief of Staff, Acting Director of the Office of Administrative and Executive Services and PMO at EPA for approval through EPA's enterprise payroll processing system (currently "PeoplePlus").

PART 9 - FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)

EPA is responsible for employee's salary and benefits. See attached cost-benefit rationale.

27. State or Local Government agency Obligations

GMU will provide work space, including an office with a computer, phone and associated services/equipment/supplies, such as paper, printer, files, meeting space, and business cards. In addition, GMU will cover the costs of local travel for meetings, conferences and other business activities. GMU will cover the costs of conference registration fees and any needed training on case-by-case basis, subject to the approval of the Chair. GMU will provide a mobile phone and network services comparable to GMU staff employees in comparable positions.

PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

- ☒ 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.
- ☒ 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11 - OPTIONS

30. Indicate coverage "N/A", if not applicable.

A. Federal Employees Group Life Insurance

☒ Covered ☐ N/A

B. Federal Civil Service Retirement system or federal Employees Retirement System

☒ Covered ☐ N/A

C. Federal employee Health Benefits

☐ Covered ☒ N/A

31. State or Local Agency Benefits (Indicate all State employee benefits that will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)

N/A

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement)

N/A

PART 12 - TRAVEL AND TRANSPORTATION

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 3344 of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

Local travel will be paid by George Mason University, as needed or required to perform duties as Executive in Residence/Affiliated Faculty as approved by the Chair of the Environmental Science & Policy Department - none are anticipated. EPA will pay assignee's transit subsidy (i.e., public transportation cost) at a rate defined by EPA's policy.

PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES

34. Check Appropriate Boxes.

- ☒ A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- ☒ B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- ☒ C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- ☒ D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- ☒ E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal Employees only).

PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)

George Mason University, Environmental Science & Policy Department

36. Date (Month, Day, Year)

From

To

04/15/2018

04/14/2019

37. Signature of Assigned Employee

38. Date of Signature (Month, Day, Year)

Mar 29 2018

PART 15 - CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered into to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status pay.

State or Local Government Agency

Federal Agency

39. Signature of Authorizing Officer

40. Signature of Authorizing Officer

41. Date of Signature (Month, Day, Year)

42. Date of Signature (Month, Day, Year)

43. Typed Name and Title

A. Alonso Aguirre, Chair, Environmental Science & Policy Department, GMU

44. Typed Name and Title

Michael Flynn, Acting Deputy Administrator, EPA

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

Prohibition of Use of Federal Funds

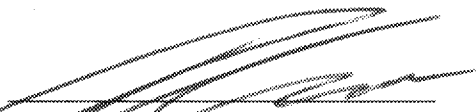
31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

(A) (1) None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with any Federal action described in paragraph (2) of this subsection.

(2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:

- (A) The awarding of any Federal contract.
- (B) The making of any Federal grant.
- (C) The making of any Federal loan.
- (D) The entering into of any cooperative agreement
- (E) The extension, continuation, renewal, Amendment, or modification of any federal contract, grant, loan, or Cooperative agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.


Assignee Signature

29 Mar 18
Date


Home Organization Signature

4/2/18
Date

Hosting Organization Signature

Date

Message

From: Reeder, John [Reeder.John@epa.gov]
Sent: 8/30/2017 2:49:33 PM
To: Allen, Reginald [Allen.Reginald@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]
Subject: IPA paperwork
Attachments: image2017-08-30-105857.pdf

Here is the signed paperwork.

Let me know if anything else is needed.

Thank you.



image2017-08-3...

Checklist of Documents Required For an IPA Assignment

Final
Docs for
IPA

Documents for all IPA's (Required)

- ☒ Letter Requesting Services of Employee(s)
- ☒ IPA Assignment Agreement Form
- ☒ Cost Benefit Justification Form
- ☒ * Prohibition of Use of Federal Funds Form
- ☒ * Employment Status Certification Form
- ☒ * Concurrence with OGC for Conflict-of-Interest (obtain OGC **Ethics Lawyer** signature in Part 10 of the Assignment Agreement Form)
- ☒ * List of Officials who negotiated assignment agreement (including telephone numbers – assignee may not be listed here)

Documents on an "as-needed" basis

- _____ Cost Analysis (Per Diem vs relocation)
- _____ Supplemental Pay Form
- _____ Miscellaneous Obligation Document (If EPA will be financially responsible for any portion of the IPA ONLY for non-federal coming into EPA)
- _____ SF-52 (for EPA employee, include both Detail and Termination of Detail)
- _____ Concurrence with FMD if finance or travel issues exist
- _____ Justification for extension

Documents Due at a Later Time

- _____ Progress Report (Due from assignee within 10 workdays following the close of each fiscal year [September 30])
- _____ Final Assignment Evaluation (Due from the assignee's IPA supervisor and the assignee within 10 work days following the end of the assignment)



AMERICAN UNIVERSITY

OFFICE OF THE DEAN

John Reeder
Deputy Chief of Staff
U.S. Environmental Protection Agency
Washington, DC
August 15, 2017

Dear Mr. Reeder:

On behalf of the School of Public Affairs at American University I invite you share your knowledge of environmental policy and management expertise as an Executive in Residence within the Center for Environmental Policy for the period September 4, 2017 to August 31, 2019.

American University is a comprehensive, baccalaureate and master's degree granting university that offers arts and sciences, professional and business courses and programs to a diverse student population. The School of Public Affairs is world-renowned for developing academically prepared leaders in government, public service, and policy institutions. The School of Public Affairs and Center for Environmental Policy are particularly interested in developing stronger relationships with local government as a means of broadening student experiences and future career opportunities. To that end, we are asking for your assistance in:

- developing projects within the Center that examine local and regional environmental challenges and opportunities and provide "hands-on" learning opportunities for students;
- leading a locally based project to identify opportunities and recommend policy options for expanding the beneficial use of natural resources, including outdoor recreation, for citizens across all socio-economic strata, including the equity aspects of such activities;
- planning and organizing events with the Center as well as participating in programs, including ones related to the role of the EPA in facilitating state and local progress; and
- providing management support to the Director of the Center of Environmental Policy.

Thank you for your willingness to share your experience and expertise in this position. I am sure your skills and abilities will complement the existing expertise within the School of Public Affairs and yield mutually beneficial outcomes for the US Environmental Protection Agency and American University.

Sincerely,

A handwritten signature in black ink that reads "V. Wilkins".

Vicky Wilkins
Interim Dean
School of Public Affairs

SCHOOL OF PUBLIC AFFAIRS

4400 MASSACHUSETTS AVENUE, NW WASHINGTON, DC 20016-8022 TEL: 202-885-2940 FAX: 202-885-2353

www.american.edu/spa

ASSIGNMENT AGREEMENT

Title IV of the

Intergovernmental Personnel Act of 1970

(5 U.S.C. 3371 - 3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Within 15 days of the effective date of the assignment, two copies of this form must be sent to:

Faculty Fellows and Personnel Mobility Division
Office of Intergovernmental Personnel Programs
Office of Personnel Management
P.O. Box 14184
Washington, DC 20044

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff in the Intergovernmental Personnel Programs Division in Office of Personnel Management's regional office.

PART 1-NATURE OF THE ASSIGNMENT AGREEMENT

1. ☒ New Agreement ☐ Modification ☐ Extension

PART 2-INFORMATION ON PARTICIPATING EMPLOYEE

2. Name Reeder, John E

3. Ex. 6

4. Home Address (Street, City, State, Zip Code)

Ex. 6

5. - A. Have you ever been on a mobility assignment?
☐ YES ☒ NO

5. - B. If "YES", date of each assignment (Month and Year)
FROM: TO:

PART 3-PARTIES TO THE AGREEMENT

6. Federal Agency
United State Environmental Protection Agency
Office of the Administrator

7. State or local Government (Identify the governmental agency)
The American University

8. Is assignment being made through a faculty fellows program?

☐ YES ☒ NO

If yes, give name of program.

PART 4-POSITION DATA

A-Position Currently Held

9. Employment Office Name and Address
Mail Code: AO 1101
1200 Pennsylvania Avenue, NW
Washington, DC 20460

10. Employee's Position
Title
Deputy Chief of Staff

11. Office Phone No.
(202 564 6082)
-

12. Immediate Supervisor (Name and Title)
Ryan Jackson, Chief of Staff

B-Type of Current Appointment			
13. Federal Employees (Check appropriate box.)		14. State and Local Employees	
<input type="checkbox"/> Career Competitive	Indicates GS Level	State or Local Annual Salary	Original Date Employed by the State or Local Government
<input checked="" type="checkbox"/> Other (Specify) Senior Executive Service			
	Executive Level II		
C-Position to Which Assignment Will Be Made			
Employment Office Name and Address (Building, Street, City, State and ZIP code)		16. Assignee's Position Title	17. Office Phone No.
American University 4400 Massachusetts Avenue, NW Washington, DC 20016		Resident Executive	() -
		18. Immediate Supervisor (Name and Title)	
		Daniel Fiorino, Director Center for Environmental Policy	

Destroy Previous Editions 50 69-104

PART 5-TYPE OF ASSIGNMENT	
19. Check Appropriate Box	20. Period of Assignment (Month, Day, Year)
<input checked="" type="checkbox"/> On detail from a Federal agency	FROM: September 3, 2017 TO: September 1, 2019
<input type="checkbox"/> On leave without pay from a Federal agency	
<input type="checkbox"/> On detail to a Federal agency	
<input type="checkbox"/> On appointment in a Federal agency	

PART 6-REASON FOR MOBILITY ASSIGNMENT
<p>21. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.</p> <p>This mobility assignment will allow Mr. Reeder to apply 30 years' experience and knowledge to assist local entities in advancing environmental initiatives consistent with EPA's mission. The assignment will help EPA strengthen relationships with important stakeholders, including non-governmental organizations, academia, and private sector interests. Mr. Reeder's research capabilities and collaboration skills will develop policy solutions that potentially have applicability in localities across the country, thereby supporting outcomes that are central to EPA's environmental protection mission.</p> <p>American University will benefit from having Mr. Reeder's expertise "in house" in the Center for Environmental Policy. While on assignment, Mr. Reeder will help in identifying and prioritizing projects, advising on projects that intersect with EPA's mission, or could benefit from EPA perspective. In addition, Mr. Reeder is expected to lead on some projects sponsored by the Center that will enrich learning and leadership development for students, thereby enhancing the university's service delivery and reputation for academic excellence.</p> <p>At the completion of this agreement, Mr. Reeder will return to his position of record as the Deputy Chief of Staff, or a similar level Senior Executive Service position at the Environmental Protection Agency. Mr. Reeder's mobility assignment is expected to provide a valuable perspective on the Agency from an external stakeholder and local level, which will enhance his leadership abilities and help him contribute to EPA's mission and capacity to meet environmental challenges of the future.</p>

PART 7-POSITION DESCRIPTION

22. List the major duties and responsibilities to be performed while on the mobility assignment. Attach an accurate current description of the position being filled through the IPA assignment.

American University has requested that Mr. Reeder share his knowledge of environmental policy and management expertise as a Resident Executive within the School of Public Affairs. The school is particularly interested in developing stronger relationships with local government as a means of broadening student experiences and future career opportunities. Specific projects will capitalize on Mr. Reeder's extensive background at EPA working with a range of stakeholders, including environmental groups, industry coalitions, and government, as well as his broad experience in cross cutting policy and management issues. Specific activities include:

- developing projects within the Center for Environmental Policy that examine local and regional environmental challenges and identify opportunities for progress as the federal role in environmental protection evolves;
- leading a locally-based project that identifies opportunities and recommends policy options for expanding the beneficial use of natural resources, including outdoor recreation, for citizens across all socio-economic strata;
- partnering with nonprofit, private, and government organizations in examining the future role of the Environmental Protection Agency and opportunities for accelerating progress in environmental protection;
- providing general management support to the Director of the Center of Environmental Policy.

These activities involve considerable networking across a range of stakeholders involved in natural resource management and environmental protection. While some of these activities are focused on helping AU develop relationships and partnerships with local government entities, others focus externally on creating forums for local entities to develop and share new approaches to environmental protection as the role of the federal government evolves. Federal environmental statutes have remain fairly static authorities over several decades, even as the nature of today's environmental challenges, and the tools to meet those challenges, have changed considerably. Together federal, state, and local entities work together to form an environmental protection enterprise. Specific projects developed and implemented under this agreement will inform multiple decision makers who have a role in the ultimate success of the enterprise. As an example, one project may be to bring together decision makers from all levels of government, along with other stakeholders, to discuss proposals for modernization of EPA and current models of policy making and implementation. Mr. Reeder will develop linkages and partnerships among critical thinkers and policy makers to convene meaningful, results-oriented forums concerning the future of environmental protection. Mr. Reeder will also assist in day-to-day management of the Center, as directed, and in developing long term strategies to advance the Center's mission. Examples of priorities include reviewing communication tools, recommending agendas for the Center's advisory board meetings, and interfacing on behalf of the Director with key stakeholders and AU administration.

PART 8-EMPLOYEE BENEFITS

<p>23. Rate of Basic Pay</p> <p>Basic pay rate:</p>	<p>24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)</p>
<p>Executive Level II</p>	<p>Executive Level II pay is determined by Congress.</p>

25. Leave Provisions (Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave)

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and to EPA on a biweekly basis, and with concurrence of the host that the reported hours reflect the hours worked, approved by the Director of the Office of Administrative and Executive Services, through EPA's enterprise payroll processing system (currently "PeoplePlus").

PART 9-FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (If paying more than 50 percent of a

Federal employee's salary beyond a 6-month period, specify rationale

for cost-sharing decision.)

EPA is responsible for employee's salary and benefits. See attached cost-benefit rationale.

27. State or Local Government Agency Obligations

AU will provide work space, including an office with a computer, phone and associated services/equipment/supplies, such as paper, printer, files, meeting space, and business cards. In addition, AU will cover the costs of local travel for meetings, conferences and other business activities. AU will cover the costs of conference registration fees and training on case-by-case basis, subject to the approval of the Director. AU will provide a mobile phone and network services comparable to AU staff employees in comparable positions.

PART 10-CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

[X] 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not in advertently arise during this assignment.

[X] 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

PART 11-OPTIONS

30. Indicate coverage of "N.A." if not applicable

A. Federal Employees Group Life Insurance

[X] Covered [] N.A.

31. State or Local Agency Benefits (Indicate all State employee benefits that will be retained by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by the Federal employee on leave without pay from the Federal Agency to a State or local Agency.)

B. Federal Civil Service Retirement

[X] Covered [] N.A.

N/A

C. Federal Employee Health Benefits

[X] Covered [] N.A.

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement)

N/A

PART 12-TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES

33. Indicate: (1) Whether the Federal agency or State or Local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334, of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

Local travel will be paid by American University, as approved by the Center Director.

EPA will pay assignee's transit subsidy (i.e., public transportation cost) at a rate defined by EPA's policy.

PART 13-APPLICABILITY OF RULES, REGULATIONS AND POLICIES

13. Check Appropriate boxes

(X) 13.1. The rules and policies governing the internal operation and management of the agency to which assignment is made under this agreement will be continued by me.

() 13.2. With exceptions attached

() 13.3. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.

(X) 13.4. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment unless terminated earlier by either employer or one year, whichever is shorter.

(X) 13.5. I have been informed of applicable provisions should my permanent employee become subject to a suspension or leave procedure

(X) 13.6. I agree to serve in the civil service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary and benefits) of my assignment. (For Federal employees only)

PART 14-CERTIFICATION OF ASSIGNED EMPLOYEE

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

14. Location of Assignment (Name of Organization)

American University, School of Public Affairs

15. Date (Month, Day, Year)

From:

To:

Sept 3, 2017

Sept 2, 2019

16. Signature of Assigned Employee

John Reed

17. Date of Signature (Month, Day, Year)

8/29/17

PART 15-CERTIFICATION OF APPROVING OFFICIALS

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered into for a stated, not an indefinite, purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he occupied at the time this agreement was entered into or a position of like seniority, status and pay.

Signature of Authorizing Officer		Typed Name and Title		Date of Signature (Month, Day, Year)	
<i>V. Wilkins</i>		Interim Dean, School of Public Affairs, AU		8/29/17	
40. Vicky Wilkins		41. Vicky Wilkins		41.	
Interim Dean, School of Public Affairs, American University		42. Michael Flynn		44. 8/23/17	
	<i>Michael Flynn</i>	Acting Deputy Administrator		US Environmental Protection Agency	
Headquarters	43.	45.		47.	
Continuing Official					

PRIVACY ACT STATEMENT

Sections 3373 and 3374, Assignment of Employee To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law enforcement agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

JOHN REEDER
ADDENDUM TO IPA AGREEMENT

In order to ensure that the detail of this employee does not raise any ethics concerns under 18 U.S.C. §§ 203 and 205, EPA authorizes this employee, as part of the proper discharge of his/her official duties under this Agreement, to act as the host organization's agent and to represent the host organization before any federal department, agency, court, officer, or commission with one exception: when the host organization and the federal government are involved as adversaries in any litigation, including any administrative or judicial enforcement actions, EPA does not authorize this employee to act as the host organization's agent or attorney and does not authorize this employee to represent the host organization before any of the federal entities listed above. Unauthorized representation includes the filing of declarations in court proceedings and participating in status conferences with a court, engaging in negotiations with the federal government in litigation, and participating on conference calls between the parties.

☒ I have read the preceding paragraph and understand the implications.

ADDITIONAL ACKNOWLEDGMENTS BY THE EPA EMPLOYEE:

JF ☒ All rules and policies governing the internal operation and management of the agency to which assignment is made under this agreement will be observed by me. I further understand that, in "partnering with nonprofit, private and government organizations" (see IPA agreement, Part VII, paragraph 22), I must abide by those statutory authorities that allow EPA and its employees to cooperate with non-federal entities.

JF ☒ I understand that I remain a federal employee subject to the federal ethics laws and regulations. I understand that I must file a public financial disclosure report, the OGE 278, through INTEGRITY as required by law and continue to be subject to the STOCK Act that requires, among other things, for me to disclose any negotiations for compensated employment to EPA Ethics within 3 business days. I further understand that I cannot seek employment with the gaining organization because doing so will be a financial conflict of interest.

JF ☒ I have been informed that any travel and transportation expenses covered by my Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.

JF ☒ Before accepting any travel-related expenses from the IPA host organization, including but not limited to airfare, hotel expenses, and per diem, I understand I must obtain EPA approval pursuant to 31 U.S.C. 1353 by submitting an EPA Form 2610-3 to my appropriate ethics official, unless otherwise directed in writing in advance by my ethics official.

JF ☒ Any research or writing that I do under this IPA is done in my official EPA capacity. I will consult with EPA's Office of General Counsel in advance of any publication of work associated with this IPA to ensure that I comply with intellectual property and ethics guidelines, including use of any necessary disclaimers.

JF ☒ Because my salary and benefits will be paid in part or in full with federal funds, I agree not to engage in any indirect lobbying of a member of Congress, a jurisdiction, or an official of any government in support of, or in opposition to any legislation, law,

ratification, policy, or appropriation. I understand that, under certain circumstances, assisting a non-federal entity or a member of the public in their lobbying efforts (including but not limited to preparing communication materials, analyzing or drafting proposed legislation) may constitute indirect lobbying and to consult with EPA's Office of General Counsel if I have questions. I understand that if I engage in indirect lobbying that violates the Anti-Lobbying Act or appropriation act restrictions on indirect lobbying, I may be subject to civil and/or criminal penalties under the Anti-Lobbying Act and the Anti-Deficiency Act.

- JF ☒ I have been informed of applicable provisions should my permanent employer become subject to a reduction in force procedure.
- JF ☒ I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary and benefits) of my assignment.
- JF ☒ I have been informed that my assignment may be terminated at any time at the option of the Federal Government or the State or local government.


 Signature


 Date

COST/BENEFITS JUSTIFICATION

PLEASE SPECIFY THE RATIONALE FOR THE COST-SHARING DECISION
BY ANSWERING THE FOLLOWING:

1. How does the assignment support EPA's mission, or government-wide initiatives?

The Executive Order (EO), "Strengthening the Senior Executive Service" was issued to improve the recruitment, hiring and development of member of the Federal Government's senior executive service (SES). The EO recognizes that it is in the national interest to enhance the breadth and diversity of experiences among executives. The EO provides that agencies are to consider utilizing IPA agreements with other units of government, universities, and other eligible organizations to better understand the federal government's work and those it serves. Mr. Reeder's IPA agreement is specifically designed to benefit the EPA through projects that advance environmental protection, and activities that will provide feedback/recommendations to the agency on new approaches to more efficiently and effectively serve the public.

2. How will the assignment strengthen relations with institutions important to the overall environmental mission and "network?"

Mr. Reeder has a strong network of external leaders in government, business, non-governmental organizations, and environment advocacy groups. The IPA agreement will serve to strengthen those relationships and will allow Mr. Reeder to build partnerships and coalitions that have a common interest in adapting to, and supporting, evolving Federal policy, and in modernizing EPA and the nation's entire environmental protection enterprise. Such engagement and feedback will enhance EPA's ability to achieve its mission and serve the nation.

3. List the specific products derived from this agreement that will be utilized by EPA and/or the federal government.

- * analyses of local and regional environmental challenges that identifies opportunities for progress as the federal role in environmental protection evolves;
- * locally focused policy research that identifies opportunities and recommends policy options for expanding the beneficial use of natural resources, including outdoor recreation, for citizens across all socio-economic strata;
- * joint forum or other collaborative venture in partnership with nonprofit, private, and government organizations to examine the future role of the Environmental Protection Agency and opportunities for accelerating progress in environmental protection.

4. What are the specific factors that will be applied in evaluating the progress of this assignment and the evaluation of cost/benefits achieved?

- * development of an action plan that is approved by the Center Director;
- * statements of cooperation by stakeholders partnering in events/projects;
- * for selected projects, approval of a project plan that includes milestones for accomplishments;
- * timeliness and effectiveness in achieving the milestones identified in project plan(s);
- * written annual progress report summarizing priority activities and accomplishments.

Prohibition of Use of Federal Funds

31 U.S.C. § 1352. Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.

(A) (1) None of the funds appropriated by any Act may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action described in paragraph (2) of this subsection.

(2) The prohibition in paragraph (1) of this subsection applies with respect to the following Federal actions:

- (A) The awarding of any Federal contract.
- (B) The making of any Federal grant.
- (C) The making of any Federal loan.
- (D) The entering into of any cooperative agreement.
- (E) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperation agreement.

I have read the Section 1352 and agree that it applies. I agree to comply with it and recognize that any noncompliance on my part could serve as a basis for terminating the IPA assignment. In accordance with that, I have signed below to signify my agreement. I also acknowledge that I have signed voluntarily and free of any coercion or duress.


Assignee Signature

8/17/17
Date


Home Organization Signature

8/23/17
Date


Hosting Organization Signature


8/25/17
Date

EMPLOYMENT STATUS CERTIFICATION STATEMENT

Authorizing Official for Home Organization:

I hereby certify that JOHN E REEDER has permanent status pursuant to the IPA manual Chapter 1, Section 6. I further certify that he/she was not converted to a different employment authority in the past 180 days for the sole purpose of becoming an eligible participant of the IPA program. Furthermore, our organization intends to return this employee to a permanent position upon completion of the IPA assignment. It is not the intent of the Program to hire the assignee to a "like" position while on temporary assignment to the Agency.

Pursuant to Chapter 1, Section 12, I further certify that all applicable Federal, State and local conflict of interest and employee conduct laws have been reviewed with this employee.

 8/23/17
Signature/Date

Title

Federal IPA Assignee:

Upon completion of my IPA assignment, I agree to return to my permanent position of record (or some "like" position). Should I fail to serve the required time (Chapter 2, Section 8), I have been informed that I may be liable to the federal government for all expenses incurred (excluding salary and benefits).


Signature/Date

Title


Deputy Chief
of Staff

Non-Federal IPA Assignee:

If I fail to complete my assignment (Chapter 2, Section 8), and/or fail to return to my previous employer for the required time, I may be liable for all expenses incurred (excluding salary and benefits).

Signature/Date

Title

**List of Officials Who Negotiated
Assignment Agreement**

- 1) Mike Flynn
Acting Deputy Assistant Administrator
U.S. Environmental Protection Agency
1201 Constitution Avenue, NW
Washington, DC 20460
202-343-9356

- 2) Daniel Fiorino
American University
4400 Massachusetts Avenue, NW
Washington, DC 20016
202-885-2940

Message

From: Allen, Reginald [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=799C3B0558E14130B17C66B2533548BA-ALLEN, REGI]
Sent: 4/10/2018 9:38:01 PM
To: Reginald E Allen [reg@theallens.co]
Subject: IPA
Attachments: ALLEN-EPA-GMU-IPA-EPAFinal.pdf

Reginald E. Allen, SES
Senior Advisor to the Acting Deputy Administrator
U.S. Environmental Protection Agency
Direct 202-564-1029
Cell **Ex. 6**

Message

From: Allen, Reginald [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=799C3B0558E14130B17C66B2533548BA-ALLEN, REGI]
Sent: 9/1/2017 1:41:30 PM
To: McDonald, James [McDonald.James@epa.gov]
Subject: FW: IPA paperwork
Attachments: image2017-08-30-105857.pdf



image2017-08-3...

Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell

Ex. 6

Message

From: Bowman, Liz [Bowman.Liz@epa.gov]
Sent: 4/16/2018 6:03:56 PM
To: Wilcox, Jahan [wilcox.jahan@epa.gov]; Abboud, Michael [abboud.michael@epa.gov]; Hewitt, James [hewitt.james@epa.gov]; Konkus, John [konkus.john@epa.gov]; Block, Molly [block.molly@epa.gov]; Daniell, Kelsi [daniell.kelsi@epa.gov]
CC: Jackson, Ryan [jackson.ryan@epa.gov]; Lyons, Troy [lyons.troy@epa.gov]
Subject: FW: OIG Report: "Management Alert: Salary Increases for Certain Administratively Determined Positions"
Attachments: _epaoig_20180416-18-N-0154_cert.pdf

As this report is now public, please respond with the statement prepared to address the report. Thank you –
Liz

From: OIG News
Sent: Monday, April 16, 2018 2:01 PM
To: Pruitt, Scott <Pruitt.Scott@epa.gov>
Cc: Jackson, Ryan <jackson.ryan@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Trent, Bobbie <Trent.Bobbie@epa.gov>; Anthony, Sherri <Anthony.Sherri@epa.gov>; Deane, Benita <Deane.Benita@epa.gov>; Osterman, Adam <Osterman.Adam@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Benton, Michael <benton.michael@epa.gov>
Subject: OIG Report: "Management Alert: Salary Increases for Certain Administratively Determined Positions"

Attached is the EPA Office of Inspector General (OIG) report, *Management Alert: Salary Increases for Certain Administratively Determined Positions* (Report No. 18-N-0154). This report will be available to the public on the OIG's website at www.epa.gov/oig.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

April 16, 2018

MEMORANDUM

SUBJECT: Management Alert: Salary Increases for Certain Administratively Determined Positions
Report No. 18-N-0154

FROM: Arthur A. Elkins Jr.

A handwritten signature in cursive script, reading "Arthur A. Elkins Jr.", written in dark ink.

TO: Scott Pruitt, Administrator

As you know, the U.S. Environmental Protection Agency Office of Inspector General (OIG) is conducting an audit of the Office of the Administrator's (present and prior administrations) use of administratively determined (AD) positions. Our objective is to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 AD positions. The purpose of this management alert is to notify you of certain factual information while our audit continues.

This management alert was not performed in accordance with generally accepted government auditing standards and does not present any conclusions or recommendations.

A Request for Personnel Action, Standard Form 52 (SF-52), is used to request some types of personnel action. Supervisors and managers use the SF-52 to request position actions, such as the establishment of a new position or the reclassification of an existing position and reassignment of an employee to the reclassified position. The manager who requested the action is identified by signature in Box 5, and the supervisor authorizing the action is identified by signature in Box 6. For actions requiring a position change, the details of the requested changes (such as salary) are noted in Boxes 7-14 and 15-22.

A Notification of Personnel Action, Standard Form 50 (SF-50), is written documentation of a personnel action taken affecting position or pay. All SF-50s must be supported by an accompanying SF-52. The Nature of Action, Block 5-B, indicates the action being taken. The details of any change in position title, pay plan, pay grade or total salary are identified in Blocks 7-14 and 15-22.

We examined the personnel files for certain employees who occupied AD positions. Of the files examined, we identified six employees whose files contained at least three SF-52s and the corresponding SF-50s. The attached documents (Appendices A through F) identify that for these six employees, three of the original SF-52s were signed and requested (Box 5) by the Chief of Staff (Appendices C through E) and three of the original SF-52s were signed and requested by the acting Deputy Administrator (Appendices A, B and F). The authorizations for three of these original actions were personally signed (Box 6) by the Administrator (Appendices A, B and F); the other three authorizations were signed by the Chief of Staff "for Scott Pruitt" (Appendices C through E). The remaining 12 SF-52s for these employees were signed and requested by the Chief of Staff and authorized by the Chief of Staff "for Scott Pruitt" (Appendices A through F).

18-N-0154

1

Three employees who were originally hired under Safe Drinking Water Act authority (AD positions) were converted to Schedule C¹ positions and then later converted back to AD positions (Appendices A through C). Five of these six actions were accompanied by salary increases, as shown in Table 1 (Employees A through C). In one case, the total salary increased \$66,244, or 67.6 percent (Employee A). In another case, the total salary increased \$48,080, or 72.3 percent (Employee B).

Table 1: Employees converted back to AD positions

		Original AD appointment	Schedule C appointment	Final AD appointment	Total increase
Employee A	Date	3/8/2017	7/9/2017	4/1/2018	67.6%
	Salary	\$97,956	\$107,435	\$164,200	
	Increase		9.7%	52.8%	
Employee B	Date	3/13/2017	7/9/2017	4/1/2018	72.3%
	Salary	\$66,510	\$86,460	\$114,590	
	Increase		30.0%	32.5%	
Employee C	Date	5/7/2017	7/16/2017	2/18/2018	25.1%
	Salary	\$44,941	\$44,941	\$56,233	
	Increase		0.0%	25.1%	

Source: OIG tabulation of agency SF-50 information.

The other three employees were converted from AD positions to Schedule C and then noncareer Senior Executive Service (SES) positions (Appendices D through F). None of the three included raises when converting from AD positions to Schedule C positions. However, all included raises when converting to noncareer SES positions (Appendices D through F). In one case, the conversion from Schedule C to noncareer SES 3 months later included an increase in salary of \$31,208, or 23.9 percent (Employee D). In another case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$24,245, or 20.9 percent (Employee E). The conversion from Schedule C to noncareer SES for the remaining employee included a salary increase of \$2,363, or 1.6 percent (Employee F). Details are in Table 2.

Table 2: Employees converted from AD positions to Schedule C and noncareer SES positions

		Original AD appointment	Schedule C appointment	Noncareer SES appointment	Total increase
Employee D	Date	3/26/2017	5/14/2017	8/13/2017	23.9%
	Salary	\$130,692	\$130,692	\$161,900	
	Increase		0.0%	23.9%	
Employee E	Date	4/23/2017	5/14/2017	7/16/2017	20.9%
	Salary	\$115,755	\$115,755	\$140,000	
	Increase		0.0%	20.9%	
Employee F	Date	3/26/2017	5/14/2017	7/16/2017	1.6%
	Salary	\$149,337	\$149,337	\$151,700	
	Increase		0.0%	1.6%	

Source: OIG tabulation of agency SF-50 information.

¹ Appointments are noncompetitive and involve determining policy or require a close, confidential working relationship with the agency head or other key appointed officials. Schedule C appointees serve at the pleasure of the agency head.

We requested from the agency any documentation indicating modifications to the salary of any of the employees subsequent to the personnel actions noted above. As of report issuance, the agency was unable to provide us with complete information or confirmation of any modifications.

In addition to the information above, we have currently identified one other employee with personnel actions documenting direct involvement by the Administrator. Table 3 provides details on an employee who started with the agency in an AD position and 6 months later had their title changed with a 26.7 percent pay increase while staying in an AD position. Both SF-52s were authorized by the personal signature of the Administrator.

Table 3: Employee job title conversion within AD position

Employee G		
Action	AD appointment	AD appointment
Date	3/13/2017	9/03/2017
Salary	\$79,720	\$100,981
Increase		26.7%

Source: OIG tabulation of agency SF-50 information.

Agency Response and OIG Evaluation

We issued a draft report on April 11, 2018. The agency provided the following response on April 15, 2018:

These salary determinations for appointees were made by the Agency chief of staff, White House liaison, and Agency human resources staff based on previous salary history and increases in salary were made due to either new and additional responsibilities or promotions. The salaries involved were meant to correspond directly with the responsibilities the individual held and to attempt to ensure no salary disparities among positions of equivalent or similar responsibilities with other political appointees as much as possible. As employees continue to work in the agency reaching milestones like one year of employment and/or continue to take on new responsibilities, we will further evaluate their salaries to ensure the employees compensation is commensurate with their seniority and work.

The purpose of our management alert is to provide certain factual information. The OIG did not evaluate the agency's response. We are continuing our audit of the Office of the Administrator's (present and prior administrations) use of AD positions.

Please send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

Attachments

cc: Donna Vizian, Principal Deputy Assistant Administrator for Administration and Resources Management
Ryan Jackson, Chief of Staff, Office of the Administrator
Matthew Leopold, General Counsel
Kevin Minoli, Deputy General Counsel
Troy Lyons, Associate Administrator for Congressional and Intergovernmental Relations

Appendix A: Employee A

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/08/2017			
FIRST ACTION				SECOND ACTION							
5-A. Code 170		5-B. Nature of Action EXC APPT				6-A. Code		6-B. Nature of Action			
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190				6-C. Code		6-D. Legal Authority			
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number						15. TO: Position Title and Number [REDACTED]					
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
AD		0301		00		00		97956		PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 97956		20B. Locality Adj. 0	
								20C. Adj. Basic Pay 97956		20D. Other Pay 0	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC					
EMPLOYEE DATA											
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO	
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0	
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/08/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period	
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA							
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK			
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 03-08-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 FROZEN SERVICE NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY											
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170593962 / ELECTRONICALLY SIGNED BY:					
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/08/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR					

SRO Approval John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number IO-2017-057
3. For Additional Information Call (Name and Telephone Number) [Redacted]		4. Proposed Effective Date 03/06/2017
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator		6. Action Authorized By (Typed Name, Title, Signature, and Request Date) E. Scott Pruitt / Administrator

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 03-08-17
------------------------------	--	---------------------------------------	--------------------------------------

5-A. Code 170	5-B. Nature of Action Exempted Appt.	6-A. Code	6-B. Nature of Action
5-C. Code 21m	5-D. Legal Authority P.L. 95-190	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number [Redacted]	15. TO: Position Title and Number [Redacted]
---	--

8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$97,956.00	13. Pay Basis PA		
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization [Redacted]	22. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460
---	--

23. Veterans Preference 1 (None)	24. Tenure 0 (None)	25. Agency Use	26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF
27. FEGLI [Redacted]	28. Annuitant Indicator 9	29. Pay Rate 0	30. Retirement Plan KF
31. Service Comp. Date (Leave) 03-08-17	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 00	

34. Position Occupied 2 (Competitive Service)	35. FLSA Category PN	36. Appropriation Code 17/18 B 11A ZZZME8	37. Bargaining Unit Status 8868
38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC 20460		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degrees Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 (USA)
				50. Veterans Status <input checked="" type="checkbox"/>

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	[Signature]		D. Staff	[Signature]	03-08-17
B. PSB	[Signature]	3/7/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature [Signature]	Approval Date 03-08-17
--	---------------------------------	----------------------------------

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

M01: Appointment Affidavit executed: 03-08-17

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/09/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code Y7M		5-D. Legal Authority SCH C, 213.33SCH C, 213.3321 AGE			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 97956	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 13	19. Step or Rate 05	20. Total Salary/Award 107435	21. Pay Basis PA				
12A. Basic Pay 97956		12B. Locality Adj. 0		12C. Adj. Basic Pay 97956		12D. Other Pay 0		20A. Basic Pay 84528		20B. Locality Adj. 22907		20C. Adj. Basic Pay 107435		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/08/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171236831 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 07/12/2017											

FARS
7/12/17

SRO Approval John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested <u>Conversion to Schedule C Appt.</u>		2. Request Number <u>IO-2017-111</u>									
3. For Additional Information Call (Name and Telephone Number) <u>[Redacted]</u>		4. Proposed Effective Date <u>ASAP</u>									
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <u>Ryan T. Jackson Chief of Staff</u>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <u>E. Scott Pruitt / Administrator</u>									
1. Name <u>[Redacted]</u>	2. Social Security Number <u>[Redacted]</u>	3. Date of Birth <u>[Redacted]</u>	4. Effective Date <u>07-09-17</u>								
5-A. Code <u>510</u>	5-B. Nature of Action <u>Convert to Excepted Appt</u>	5-C. Code <u>41M</u>	5-D. Legal Authority <u>Sch C, 513.3321 Agency-Unique</u>								
5-E. Code <u>[Redacted]</u>	5-F. Legal Authority <u>Schedule C Authority</u>	6-A. Code <u>[Redacted]</u>	6-B. Nature of Action <u>[Redacted]</u>								
7. FROM: Position Title and Number <u>[Redacted]</u>		15. TO: Position Title and Number <u>[Redacted]</u>									
8. Pay Plan <u>AD</u>	9. Occ. Code <u>0301</u>	10. Grade or Level <u>00</u>	11. Step or Rate <u>00</u>	12. Total Salary <u>[Redacted]</u>	13. Pay Basis <u>[Redacted]</u>	16. Pay Plan <u>GS</u>	17. Occ. Code <u>0301</u>	18. Grade or Level <u>13</u>	19. Step or Rate <u>05</u>	20. Total Salary/Award <u>\$107,435.00</u>	21. Pay Basis <u>PA</u>
12A. Basic Pay <u>[Redacted]</u>	12B. Locality Adj. <u>[Redacted]</u>	12C. Adj. Basic Pay <u>[Redacted]</u>	12D. Other Pay <u>[Redacted]</u>	20A. Basic Pay <u>[Redacted]</u>	20B. Locality Adj. <u>[Redacted]</u>	20C. Adj. Basic Pay <u>[Redacted]</u>	20D. Other Pay <u>[Redacted]</u>				
14. Name and Location of Position's Organization <u>Same -></u>						22. Name and Location of Position's Organization <u>A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460</u>					
23. Veterans Preference <u>1 - None</u>						24. Tenure <u>3</u>		25. Agency Use <u>[Redacted]</u>		26. Veterans Preference <u>YES</u> <u>NO</u> for RIF	
27. FEGLI <u>[Redacted]</u>						28. Annuitant Indicator <u>[Redacted]</u>		29. Pay Rate <u>Determinant</u>			
30. Retirement Plan <u>[Redacted]</u>						31. Service Comp. Date (Leave) <u>[Redacted]</u>		32. Work Schedule <u>[Redacted]</u>		33. Part Time Hours Per Biweekly Pay Period <u>[Redacted]</u>	
34. Position Occupied <u>2</u>						35. FLSA Category <u>E</u>		36. Appropriation Code <u>17/18 B 11A ZZZME8</u>		37. Bargaining Unit Status <u>8888</u>	
38. Duty Station Code <u>11-0010-001</u>						39. Duty Station <u>Washington, DC 20460</u>					
40. Agency Data <u>[Redacted]</u>		41. <u>[Redacted]</u>		42. <u>[Redacted]</u>		43. <u>[Redacted]</u>		44. <u>[Redacted]</u>		45. Educational Level <u>[Redacted]</u>	
46. Year Degree Attained <u>[Redacted]</u>		47. Academic Discipline <u>[Redacted]</u>		48. Functional Class <u>[Redacted]</u>		49. Citizenship <u>[Redacted]</u>		50. Veterans Status <u>[Redacted]</u>		51. Supervisory Status <u>N</u>	
1. Office/Function <u>A.</u>		Initials/Signature <u>[Redacted]</u>		Date <u>[Redacted]</u>		Office/Function <u>D. Staff</u>		Initials/Signature <u>Ann Hackley</u>		Date <u>07-11-17</u>	
B.		[Redacted]		[Redacted]		E.		[Redacted]		[Redacted]	
C.		[Redacted]		[Redacted]		F.		[Redacted]		[Redacted]	
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.						Signature <u>Ann Hackley</u>		Approval Date <u>07-11-17</u>			

CONTINUED ON NEXT PAGE

Edits Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-8239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

M39 - Creditable Military Service: None
M40 - Previous Retirement Coverage: Previously Covered
M45 - Employee is automatically covered under FERS.
222 - This position is designated for Drug Testing.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]						2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 04/01/2018					
FIRST ACTION						SECOND ACTION									
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action							
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190				6-C. Code		6-D. Legal Authority							
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority							
7. FROM: Position Title and Number [REDACTED]						15. TO: Position Title and Number [REDACTED]									
8. Pay Plan GS		9. Occ. Code 0301	10. Grade or Level 13	11. Step or Rate 05	12. Total Salary 109900	13. Pay Basis PA	16. Pay Plan AD		17. Occ. Code 0905	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 164200	21. Pay Basis PA		
12A. Basic Pay 85712		12B. Locality Adj. 24188		12C. Adj. Basic Pay 109900		12D. Other Pay 0		20A. Basic Pay 136659		20B. Locality Adj. 27541		20C. Adj. Basic Pay 164200		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO					
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/08/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEFINITE. OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711. HEALTH BENEFITS COVERAGE CONTINUES. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180569123 / ELECTRONICALLY SIGNED BY:									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 04/01/2018		JEREMY A. TAYLOR HUMAN RESOURCES OFFICER									

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested

AD Appointment

3. For Additional Information Call (Name and Telephone Number)

2. Request Number

AO-2018-015

4. Proposed Effective Date

ASAP

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

Ryan T. Jackson, Chief of Staff

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

E. Scott Pruitt, Administrator

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

FIRST ACTION

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

SECOND ACTION

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan
GS

9. Org Code
301

10. Grade or Level
13

11. Step or Rate
05

12. Total Salary
\$109,900.00

13. Pay Basis
PA

12A. Basic Pay

12B. Locality Adj.

12C. Adj. Basic Pay

12D. Other Pay

16. Pay Plan
AD

17. Org Code
301

18. Grade or Level
00

19. Step or Rate

20. Total Salary/Amount
\$16,420.00

21. Pay Basis
PA

20A. Basic Pay

20B. Locality Adj.

20C. Adj. Basic Pay

20D. Other Pay

14. Name and Location of Position's Organization
A0000000 - Environmental Protection Agency
Office of the Administrator, Immediate Office

22. Name and Location of Position's Organization
A0000000 - Environmental Protection Agency
Office of the Administrator, Immediate Office

EMPLOYEE DATA

23. Veterans Preference

1 - None
2 - 5 Point

3 - 10 Point/Disability
4 - 10 Point/Compensable

5 - 10 Point/Other
6 - 10 Point/Compensable/30%

24. Tenure

0 - None
1 - Permanent
2 - Conditional
3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF

☐ YES ☐ NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part-Time Hours Per

Biweekly
Pay Period

POSITION DATA

34. Position Occupied

1 - Competitive Service
2 - Excepted Service
3 - SES General
4 - SES Career Reserved

35. FLSA Category

E - Exempt
N - Nonexempt

36. Appropriation Code

18/19 B 11A 000ME8

37. Bargaining Unit Status

38. Duty Station Code

11-0011-001

39. Duty Station (City - County - State or Overseas Location)

Washington, DC

40. AGENCY DATA

41.

42.

43.

44.

45. EDUCATIONAL LEVEL

46. YR/DAYS/HR ATTAINED

47. Academic Discipline

48. FUNCTIONAL CLASS

49. CITIZENSHIP

1-USA 8-OTHER

50. Vietnam Era Vet

51. SUPERVISORY STATUS

PART C - Reviews and Approvals (Not to be used by requesting office.)

I. Office/Function

Initials/Signature

Date

Office/Function

Initials/Signature

Date

A.

D.

B.

E.

C.

F.

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE

OVER

52-118

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME: [REDACTED]
- WORK PHONE:
- WORK EMAIL: [REDACTED]@epa.gov
- PLACE OF BIRTH: [REDACTED]

Resume Attached

CURRENT POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): Schedule C 13/5
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE: [REDACTED]
- Is position being backfilled (Y/N/TBD): N

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD 15/10
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE: [REDACTED]
- JOB DESCRIPTION: PDF attached

AO-2018-015



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Salary Justification for [REDACTED]
FROM: Ryan Jackson, Chief of Staff
TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

This memo will serve as a salary justification for [REDACTED]. I'm approving the appointment of [REDACTED] at a salary equivalent to a Grade 15, Step 10 in the D.C. region, [REDACTED]. [REDACTED] has shown to have knowledge of broad-ranging policies and leaderships skills since [REDACTED] began. Based on the reasons listed above, I believe that [REDACTED] will have an immediate, positive impact on one of the agency's most important offices and that [REDACTED] compensation should reflect [REDACTED] value to the agency.


Ryan Jackson
Chief of Staff
3/09/2018




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of [REDACTED] to serve as [REDACTED]. [REDACTED] will be compensated at the rate of \$164,200 per annum.


E. Scott Pruitt
Administrator

Appendix B: Employee B

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/13/2017			
FIRST ACTION				SECOND ACTION							
5-A. Code 170		5-B. Nature of Action EXC APPT		6-A. Code		6-B. Nature of Action					
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number				15. TO: Position Title and Number [REDACTED]							
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 66510	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 52329		20B. Locality Adj. 14181	
								20C. Adj. Basic Pay 66510		20D. Other Pay 0	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON, DC					
EMPLOYEE DATA											
23. Veterans Preference 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/30%						24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
27. FEGLI [REDACTED]						28. Annuity Indicator 9 NOT APPLICABLE		29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA											
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA							
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK			
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 03-13-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5C/F 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER BEKS, FERS-RAE OR FERS-FRAE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY											
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						58. Signature/Authentication and Title of Approving Official 170562567 / ELECTRONICALLY SIGNED BY:					
47. Agency Code EP06		48. Personnel Office ID 3216		49. Approval Date 03/06/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR					

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number 10-2017-056	
3. For Additional Information Call (Name and Telephone Number) [Redacted]		4. Proposed Effective Date 03/05/2017	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator 2/23/17		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator	
1. Name [Redacted]		2. Social Security Number [Redacted]	
3. Date of Birth [Redacted]		4. Effective Date 03-13-17	
5-A. Code 170		5-B. Nature of Action Exempted Appt	
5-C. Code 24m		5-D. Legal Authority P.L. 95-190	
5-E. Code		5-F. Legal Authority	
7. FROM: Position Title and Number		15. TO: Position Title and Number [Redacted]	
8. Pay Plan AD		9. Occ. Code 0301	
10. Grade or Level 00		11. Step or Rate 00	
12. Total Salary \$66,510		13. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.	
12C. Adj. Basic Pay		12D. Other Pay	
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460	
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 15-Point/Unemployment 5 - 10-Point/Other 6 - 15-Point/Unemployment/Other		24. Tenure 1 - None 2 - Conditional 3 - Permanent 4 - Indefinite	
25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF	
27. FEGLI [Redacted]		28. Annuitant Indicator 9	
29. Pay Rate Determinant 00		30. Part Time Hours Per Biweekly Pay Period 00	
31. Service Comp. Date (Leave) 03-13-17		32. Work Schedule F	
34. Position Occupied 2 - Competitive Service 3 - SES General 4 - SES Senior Executive		35. FLSA Category N	
36. Appropriation Code 17/18 B-11A ZZZME8		37. Bernieris Unit Status 8888	
38. Duty Station Code 11-0010-001		39. Duty Station Washington, DC 20460	
40. Agency Data		41. [Redacted]	
42. [Redacted]		43. [Redacted]	
44. [Redacted]		45. [Redacted]	
46. Year Degrees Attained		47. Academic Discipline	
48. Functional Class		49. Citizenship 1 - USA 8 - Other	
50. Veterans Status <input checked="" type="checkbox"/>		51. Supervisory Status N	
1. Office/Function A		Initials/Signature [Signature]	
Date 3/16/17		Office/Function D. [Signature]	
Initials/Signature [Signature]		Date 03-06-17	
B. PSB		E. [Signature]	
C.		F. [Signature]	
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature [Signature]	
Approval Date 03-06-17			

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 8/30/93
NSN 7540-01-333-0239

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have, (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

M01: Appointment Affidavit executed: 03-13-17

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/09/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 570		6-B. Nature of Action CONY TO EXC APPT								
5-C. Code		5-D. Legal Authority			6-C. Code Y7M		6-D. Legal Authority SCH C, 213.33SCH C, 213.332 AGE								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 66510	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level II	19. Step or Rate 10	20. Total Salary/Award 86460	21. Pay Basis PA				
12A. Basic Pay 52329		12B. Locality Adj. 14181		12C. Adj. Basic Pay 66510		12D. Other Pay 0		20A. Basic Pay 68025		20B. Locality Adj. 18435		20C. Adj. Basic Pay 86460		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 - None 2 - 5 Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						24. Tenure 3 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF PERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 - Competitive Service 3 - SES General 4 - SEN Career Reserved				35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY MODERATE RISK							
45. Remarks CORRECTS ITEM NUMBER 35 FROM N - NONEXEMPT															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180068549 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR									
47. Agency Code EP06		48. Personnel Office ID 3216		49. Approval Date 01/03/2018											

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

(Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Conversion to Schedule C. Appt.

2. Request Number
IO-2017-109

3. For Additional Information Call (Name and Telephone Number)

Local Tracking No:

4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

6. Action Authorized By (Typed Name, Title, Signature, and Request Date)

Ryan T. Jackson Chief of Staff

E. Scott Pruitt / Administrator

Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.

1. Name

2. Social Security Number

3. Date of Birth

4. Effective Date

07-09-17

SECOND ACTION

5-A. Code

5-B. Nature of Action

6-A. Code

6-B. Nature of Action

5-C. Code

5-D. Legal Authority

6-C. Code

6-D. Legal Authority

5-E. Code

5-F. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$66,510.00	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 11	19. Step or Rate 10	20. Total Salary/Award \$86,460.00	21. Pay Basis PA
-------------------	----------------------	--------------------------	------------------------	---------------------------------	---------------	--------------------	-----------------------	--------------------------	------------------------	---------------------------------------	---------------------

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
----------------	--------------------	---------------------	----------------	----------------	--------------------	---------------------	----------------

14. Name and Location of Position's Organization
A0000000 - USEPA, Office of the Administrator
Immediate Office
Washington, DC 20460

22. Name and Location of Position's Organization
A0000000 - USEPA, Office of the Administrator
Immediate Office
Washington, DC 20460

23. Veterans Preference

1 - None 3 - 10-Point/Disability 5 - 10-Point/Other
2 - 5-Point 4 - 10-Point/Anniversary 6 - 10-Point/Anniversary/20%

24. Tenure

0 - None 2 - Conditional
1 - Permanent 3 - Indefinite

25. Agency Use

26. Veterans Preference

YES NO RIF

27. FEGLI

28. Annuity Indicator

29. Pay Rate

Determinant

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule

33. Part Time Hours Per Biweekly Pay Period

34. Position Occupied

1 - Competitive Service 3 - SES General
2 - Excepted Service 4 - SES Career Development

35. FLSA Category

E

36. Appropriation Code

17/18 B 11A ZZZME8

37. Bargaining Unit Status

8888

38. Duty Station Code

11-0010-001

39. Duty Station

Washington, DC 20460

40. Agency Data

41.

42.

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship

1 - USA 8 - Other

50. Veterans Status

51. Supervisory Status

S

(Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	Ann Jackson	07-13-17
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Ann Jackson

Approval Date

07-13-17

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

☐ OGE 450 Not Required

☐ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

m39: Creditable Military Service: None

m40: Previous retirement coverage: Previously Covered

m45: Employee is automatically covered under FERS

E01: Appointment is indefinite.

222: This appt. does not confer eligibility to be noncompetitively converted to Career-Cond. or Career Appointment

222: This position is designated for Drug Testing

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 04/01/2018						
FIRST ACTION					SECOND ACTION										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 11	11. Step or Rate 10	12. Total Salary 88450	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 114590	21. Pay Basis PA				
12A. Basic Pay 68983		12B. Locality Adj. 19467		12C. Adj. Basic Pay 88450		12D. Other Pay 0		20A. Basic Pay 89370		20B. Locality Adj. 25220		20C. Adj. Basic Pay 114590		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON, DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON, DC									
EMPLOYEE DATA															
23. Veterans Preference 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/30%						24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>					
27. FEGLI [REDACTED]						28. Annuity Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEFINITE. OPF MAINTAINED BY US EPA, HRMD, MD-C638-02, RTP, NC 27711. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT. HEALTH BENEFITS COVERAGE CONTINUES.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180569043 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER									
47. Agency Code EP06		48. Personnel Office ID 3216		49. Approval Date 04/01/2018											

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested AD Appointment	2. Request Number AO-2018-014
3. For Additional Information Call (Name and Telephone Number) [Redacted]	4. Proposed Effective Date ASAP
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff <i>[Signature]</i> 3/9/18	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator <i>[Signature]</i> 3/9/18

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date [Redacted]
FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number [Redacted]	15. TO: Position Title and Number [Redacted]										
8. Pay Plan GS	9. Occ Code 301	10. Grade or Level 11	11. Step or Rate 10	12. Total Salary \$88,450.00	13. Pay Basis PA	16. Pay Plan AD	17. Occ Code 301	18. Grade or Level 00	19. Step or Rate [Redacted]	20. Total Salary/Annual \$114,590.00	21. Pay Basis PA
14. Name and Location of Position's Organization A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office						22. Name and Location of Position's Organization A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office					

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable (10%)	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Bimonthly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code 18/19 B 11A 000ME8	37. Bargaining Unit Status
38. Duty Station Code 11-0011-001	39. Duty Station (City - County - State or Overseas Location) Washington, DC		

40. AGENCY DATA	41.	42.	43.	44.		
45. EDUCATIONAL LEVEL	46. YR. DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP 1 - USA 8 - OTHER	50. Vietnam Era Vet	51. SUPERVISORY STATUS

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON REVERSE

OVER

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME: [REDACTED]
- WORK PHONE:
- WORK EMAIL: [REDACTED]@epa.gov
- PLACE OF BIRTH: [REDACTED]

Resume Attached

CURRENT POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): SKC
- OFFICE: AO
- SUBOFFICE: [REDACTED]
- POSITION TITLE: [REDACTED]
- Is position being backfilled (Y/N/TBD): TBD

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD GS 14-1 (\$114,590)
- OFFICE: AO
- SUBOFFICE: [REDACTED]
- POSITION TITLE: [REDACTED]
- JOB DESCRIPTION: PDF Attached

AO-2018-014



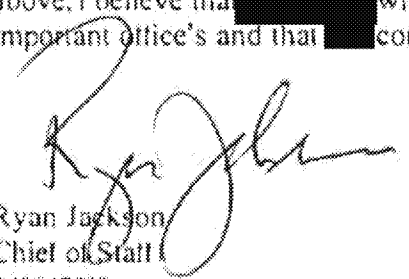
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Salary Justification for [REDACTED]
FROM: Ryan Jackson, Chief of Staff
TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

This memo will serve as a salary justification for [REDACTED]. I'm approving the appointment of [REDACTED] at a salary equivalent to a Grade 14, Step 1 in the D.C. region [REDACTED]. [REDACTED] and is well respected throughout the agency. [REDACTED] has shown unparalleled work-ethic and organizational skills since [REDACTED] began. Based on the reasons listed above, I believe that [REDACTED] will have an immediate, positive impact on one of the agency's most important offices and that [REDACTED] compensation should reflect [REDACTED] value to the agency.


Ryan Jackson
Chief of Staff

3/09/2018



Printed on Recycled Paper



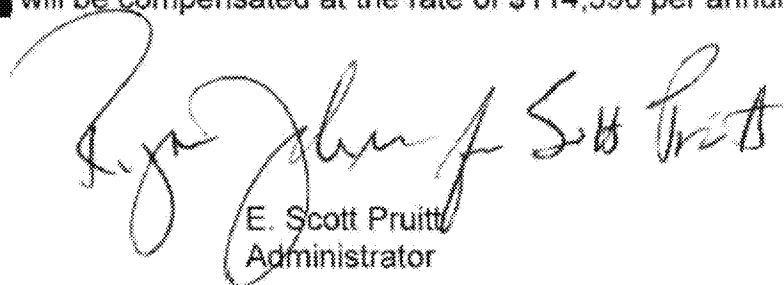
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of [REDACTED] to serve as [REDACTED]. [REDACTED] will be compensated at the rate of \$114,590 per annum.


E. Scott Pruitt
Administrator

Appendix C: Employee C

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/07/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 44941	21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 35359		20B. Locality Adj. 9582		20C. Adj. Basic Pay 44941		20D. Other Pay 0	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC										
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO					
27. FEGLI [REDACTED]					28. Annuitant Indicator 9 NOT APPLICABLE					29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 05/07/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK							
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 05/08/17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170791017 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR										
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 05/04/2017											

ECI: [REDACTED]

FPPS
5/8/17SF 52 (E-Form 4.4)
Rev. 7/91
U.S. Office of Personnel Management
FPMR Supp. 296-33, Subch. 3

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number IO-2017-088	
3. For Additional Information Call (Name and Telephone Number) [REDACTED] (HR-[REDACTED])		4. Proposed Effective Date 05/08/2017	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator	
1. Name [REDACTED]	2. Social Security Number [REDACTED]	3. Date of Birth [REDACTED]	4. Effective Date 5-7-17
5-A. Code 170	5-B. Nature of Action Executed Appt.	6-A. Code	6-B. Nature of Action
5-C. Code 21M	5-D. Legal Authority P.L. 95-190	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority
7. FROM: Position Title and Number		15. TO: Position Title and Number	
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate
12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code
18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay
20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office	
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - E-Only 4 - 10-Point/Non-Disability 6 - 10-Point/Non-Disability/Other		24. Tenure 3 - None 2 - Conditional 1 - Permanent 4 - Indefinite	
25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF	
27. FEGLI		28. Annuitant Indicator	
30. Retirement Plan KF		31. Service Comp. Date (Leave)	
32. Work Schedule		33. Part Time Hours Per Biweekly Pay Period	
34. Position Occupied 2 - Competitive Service 3 - SES General 4 - SES Senior Executive 5 - SES Senior Executive		35. FLSA Category N	
36. Appropriation Code 1718 B 11A ZZZME8		37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001		39. Duty Station Washington, DC	
40. Agency Date	41.	42.	43.
44.	45. Educational Level	46. Year Degree Attained	47. Academic Discipline
48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status N	51. Supervisory Status N
1. Office/Function	Initials/Signature	Date	Office/Function
A.	[Signature]	4/24/17	D. Stetty
B. [Signature]	[Signature]		E. [Signature]
C.			F.
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature [Signature]	
		Approval Date 5/4/17	

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 5/20/93
NSN 7540-01-333-6239

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

A30: This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.

E01: Appointment Indefinite

K18: Position at full performance level

M01: Appointment affidavit executed on

M39: Creditable military service: None

M40: Previous Retirement Coverage: None

M45: Employee is automatically covered under FERS.

Z66: This position is designated for Drug Testing.

05/05/2017

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

FPPS
7/20/16

1. Actions Requested Conversion to Schedule C Appt.		2. Request Number IO-2017-113			
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		Local Tracking No: [Redacted]			
4. Proposed Effective Date ASAP		5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff			
6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator		7. FROM: Position Title and Number Same →			
8. TO: Position Title and Number [Redacted]		9. Effective Date 07-16-17			
5-A. Code 570		5-B. Nature of Action Conv to Excepted Appt			
5-C. Code 97m		5-D. Legal Authority Sch C, 213.3324 Agency-Linque			
5-E. Code [Redacted]		5-F. Legal Authority Schedule C Authority dated 07-13-17			
10. Grade or Level 00		11. Step or Rate 00			
12. Total Salary \$44,941		13. Pay Basis PA			
14. Name and Location of Position's Organization Same →		22. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office			
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - R-Point 4 - 10-Point/Transmittable 6 - 10-Point/Transmittable/Other		24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			
25. Agency Use		26. Veterans Preference YES NO RIF			
27. FEGLI		28. Annuitant Indicator			
29. Pay Rate Determinant		30. Retirement Plan			
31. Service Comp. Date (Leave)		32. Work Schedule			
33. Part Time Hours Per Biweekly Pay Period		34. Position Occupied 2 1 - Competitive Service 3 - SES General 4 - SES Career Reserve 5 - Executive Service 6 - SES Career Reserve			
35. FLSA Category N		36. Appropriation Code 1718 B 11A ZZZME8			
37. Bargaining Unit Status 8888		38. Duty Station Code			
39. Duty Station Washington, DC		40. Agency Data			
41.		42.			
43.		44.			
45. Educational Level		46. Year Degree Attained			
47. Academic Discipline		48. Functional Class			
49. Citizenship 1 - USA 8 - Other		50. Veterans Status			
51. Supervisory Status N		52.			
1. Office/Function		Initials/Signature		Date	
A.		[Signature]		07-19-17	
B.		[Signature]		[Redacted]	
C.		[Signature]		[Redacted]	
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature [Signature]		Approval Date 07-19-17	

CONTINUED ON NEXT PAGE

Editorial Print to 7/81 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES☐ NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

PART F - Remarks for SF 50

M39: Creditable Military Service: NONE

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

M38: Frozen Service: 00-00

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 02/18/2018						
FIRST ACTION					SECOND ACTION										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 07	11. Step or Rate 01	12. Total Salary 45972	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 56233	21. Pay Basis PA				
12A. Basic Pay 35854		12B. Locality Adj. 10118		12C. Adj. Basic Pay 45972		12D. Other Pay 0		20A. Basic Pay 43857		20B. Locality Adj. 12376		20C. Adj. Basic Pay 56233		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 05/07/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEFINITE. OPF MAINTAINED BY U.S. EPA, HRMD, MD C639-02, RTP, NC 27711 THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180483764 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 02/18/2018											

REQUEST FOR PERSONNEL ACTION

1. Action Requested
Conversion - AD Appt.

2. Request Number
IO-2018-035

3. For Additional Information Call (Name and Telephone Number)

4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
Ryan T. Jackson, Chief of Staff

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
E. Scott Pruitt, Administrator

1. Name (Last, First, Middle)

2. Social Security Number

3. Date of Birth

4. Effective Date

5-A. Code

5-B. Nature of Action

5-C. Code

5-D. Legal Authority

5-E. Code

5-F. Legal Authority

570 Conv to Exc Appt.
21m P.L. 95-190

6-A. Code

6-B. Nature of Action

6-C. Code

6-D. Legal Authority

6-E. Code

6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan
GS

9. Org Code
0301

10. Grade or Level
07

11. Step or Rate
01

12. Total Salary
\$45,972

13. Pay Basis
PA

11A. Basic Pay

11B. Locality Adj

11C. Adj. Basic Pay

11D. Other Pay

16. Pay Plan
AD

17. Org Code
0301

18. Grade or Level
00

19. Step or Rate
00

20. Total Salary/Board
\$56,233

21. Pay Basis
PA

14. Name and Location of Position's Organization
**US, EPA - OFFICE OF THE ADMINISTRATOR
IMMEDIATE OFFICE A0000000**

22. Name and Location of Position's Organization
**US, EPA - OFFICE OF THE ADMINISTRATOR
IMMEDIATE OFFICE A0000000**

23. Veterans Preference

1 - None

2 - 5-Point

3 - 10-Point/Disability

4 - 10-Point/Compensable

5 - 10-Point/Other

6 - 10-Point/Compensable/30%

24. Tenure

0 - None

1 - Permanent

2 - Conditional

3 - Indefinite

28. Annuitant Indicator

9

32. Work Schedule

F

27. REGU

30. Requirement Plan

KF

31. Service Comp. Date (Leave)

05/07/2017

36. Appropriation Code

2018/2019 B 11A 000ME8

34. Position Occupied

2

1 - Competitive Service

2 - Excepted Service

3 - SES General

4 - SES Career Reserved

35. FLSA Category

N

0 - Exempt

1 - Nonexempt

37. Bargaining Unit Status

8888

38. Duty Station Code

11-0010-001

39. Duty Station (City - County - State or Overseas Location)

WASHINGTON, DC

40. AGENCY DATA

41.

45. EDUCATIONAL LEVEL

46. YR/DEGREE ATTAINED

47. Academic Discipline

48. FUNCTIONAL CLASS

49. CITIZENSHIP

50. Vietnam Era Vet

51. SUPERVISORY STATUS

52. SUPERVISORY STATUS

53. SUPERVISORY STATUS

54. SUPERVISORY STATUS

55. SUPERVISORY STATUS

56. SUPERVISORY STATUS

57. SUPERVISORY STATUS

58. SUPERVISORY STATUS

59. SUPERVISORY STATUS

60. SUPERVISORY STATUS

61. SUPERVISORY STATUS

62. SUPERVISORY STATUS

63. SUPERVISORY STATUS

64. SUPERVISORY STATUS

65. SUPERVISORY STATUS

66. SUPERVISORY STATUS

67. SUPERVISORY STATUS

68. SUPERVISORY STATUS

69. SUPERVISORY STATUS

70. SUPERVISORY STATUS

71. SUPERVISORY STATUS

72. SUPERVISORY STATUS

73. SUPERVISORY STATUS

74. SUPERVISORY STATUS

75. SUPERVISORY STATUS

76. SUPERVISORY STATUS

77. SUPERVISORY STATUS

78. SUPERVISORY STATUS

79. SUPERVISORY STATUS

80. SUPERVISORY STATUS

81. SUPERVISORY STATUS

82. SUPERVISORY STATUS

83. SUPERVISORY STATUS

84. SUPERVISORY STATUS

85. SUPERVISORY STATUS

86. SUPERVISORY STATUS

87. SUPERVISORY STATUS

88. SUPERVISORY STATUS

89. SUPERVISORY STATUS

90. SUPERVISORY STATUS

91. SUPERVISORY STATUS

92. SUPERVISORY STATUS

93. SUPERVISORY STATUS

94. SUPERVISORY STATUS

95. SUPERVISORY STATUS

96. SUPERVISORY STATUS

97. SUPERVISORY STATUS

98. SUPERVISORY STATUS

99. SUPERVISORY STATUS

100. SUPERVISORY STATUS

101. SUPERVISORY STATUS

102. SUPERVISORY STATUS

103. SUPERVISORY STATUS

104. SUPERVISORY STATUS

105. SUPERVISORY STATUS

106. SUPERVISORY STATUS

107. SUPERVISORY STATUS

108. SUPERVISORY STATUS

109. SUPERVISORY STATUS

110. SUPERVISORY STATUS

111. SUPERVISORY STATUS

112. SUPERVISORY STATUS

113. SUPERVISORY STATUS

114. SUPERVISORY STATUS

115. SUPERVISORY STATUS

116. SUPERVISORY STATUS

117. SUPERVISORY STATUS

118. SUPERVISORY STATUS

119. SUPERVISORY STATUS

120. SUPERVISORY STATUS

121. SUPERVISORY STATUS

122. SUPERVISORY STATUS

123. SUPERVISORY STATUS

124. SUPERVISORY STATUS

125. SUPERVISORY STATUS

126. SUPERVISORY STATUS

127. SUPERVISORY STATUS

128. SUPERVISORY STATUS

129. SUPERVISORY STATUS

130. SUPERVISORY STATUS

131. SUPERVISORY STATUS

132. SUPERVISORY STATUS

133. SUPERVISORY STATUS

134. SUPERVISORY STATUS

135. SUPERVISORY STATUS

136. SUPERVISORY STATUS

137. SUPERVISORY STATUS

138. SUPERVISORY STATUS

139. SUPERVISORY STATUS

140. SUPERVISORY STATUS

141. SUPERVISORY STATUS

142. SUPERVISORY STATUS

143. SUPERVISORY STATUS

144. SUPERVISORY STATUS

145. SUPERVISORY STATUS

146. SUPERVISORY STATUS

147. SUPERVISORY STATUS

148. SUPERVISORY STATUS

149. SUPERVISORY STATUS

150. SUPERVISORY STATUS

151. SUPERVISORY STATUS

152. SUPERVISORY STATUS

153. SUPERVISORY STATUS

154. SUPERVISORY STATUS

155. SUPERVISORY STATUS

156. SUPERVISORY STATUS

157. SUPERVISORY STATUS

158. SUPERVISORY STATUS

159. SUPERVISORY STATUS

160. SUPERVISORY STATUS

161. SUPERVISORY STATUS

162. SUPERVISORY STATUS

163. SUPERVISORY STATUS

164. SUPERVISORY STATUS

165. SUPERVISORY STATUS

166. SUPERVISORY STATUS

167. SUPERVISORY STATUS

168. SUPERVISORY STATUS

169. SUPERVISORY STATUS

170. SUPERVISORY STATUS

171. SUPERVISORY STATUS

172. SUPERVISORY STATUS

173. SUPERVISORY STATUS

174. SUPERVISORY STATUS

175. SUPERVISORY STATUS

176. SUPERVISORY STATUS

177. SUPERVISORY STATUS

178. SUPERVISORY STATUS

179. SUPERVISORY STATUS

180. SUPERVISORY STATUS

181. SUPERVISORY STATUS

182. SUPERVISORY STATUS

183. SUPERVISORY STATUS

184. SUPERVISORY STATUS

185. SUPERVISORY STATUS

186. SUPERVISORY STATUS

187. SUPERVISORY STATUS

188. SUPERVISORY STATUS

189. SUPERVISORY STATUS

190. SUPERVISORY STATUS

191. SUPERVISORY STATUS

192. SUPERVISORY STATUS

193. SUPERVISORY STATUS

194. SUPERVISORY STATUS

195. SUPERVISORY STATUS

196. SUPERVISORY STATUS

197. SUPERVISORY STATUS

198. SUPERVISORY STATUS

199. SUPERVISORY STATUS

200. SUPERVISORY STATUS

201. SUPERVISORY STATUS

202. SUPERVISORY STATUS

203. SUPERVISORY STATUS

204. SUPERVISORY STATUS

205. SUPERVISORY STATUS

206. SUPERVISORY STATUS

207. SUPERVISORY STATUS

208. SUPERVISORY STATUS

209. SUPERVISORY STATUS

210. SUPERVISORY STATUS

211. SUPERVISORY STATUS

212. SUPERVISORY STATUS

213. SUPERVISORY STATUS

214. SUPERVISORY STATUS

215. SUPERVISORY STATUS

216. SUPERVISORY STATUS

217. SUPERVISORY STATUS

218. SUPERVISORY STATUS

219. SUPERVISORY STATUS

220. SUPERVISORY STATUS

221. SUPERVISORY STATUS

222. SUPERVISORY STATUS

223. SUPERVISORY STATUS

224. SUPERVISORY STATUS

225. SUPERVISORY STATUS

226. SUPERVISORY STATUS

227. SUPERVISORY STATUS

228. SUPERVISORY STATUS

229. SUPERVISORY STATUS

230. SUPERVISORY STATUS

231. SUPERVISORY STATUS

232. SUPERVISORY STATUS

233. SUPERVISORY STATUS

234. SUPERVISORY STATUS

235. SUPERVISORY STATUS

236. SUPERVISORY STATUS

237. SUPERVISORY STATUS

238. SUPERVISORY STATUS

239. SUPERVISORY STATUS

(Note to Supervisors: If you are the supervisor of an employee resigning or retiring, please provide a specific reason for the resignation or retirement on a separate sheet and attach to SF 50.)

☐ YES

☐ NO

OGE 456 Not Required

OGE 456 Required

Signed: _____ DEO

Employee Acknowledgment

You are requested to furnish specific reasons for your resignation or retirement and a forwarding address. Your reasons are used in any future decision regarding your re-employment. Your forwarding address is used to determine your eligibility for unemployment compensation benefits. If you are a Federal employee, your reasons for resignation or retirement are used to determine your eligibility for unemployment compensation benefits. If you are a State employee, your reasons for resignation or retirement are used to determine your eligibility for unemployment compensation benefits.

This information is required by Sections 3301, 3302, and 3303 of title 5, U.S. Code. Sections 3301 and 3302 require Federal agencies to issue regulations.

With regard to employment of individuals in the Federal service and their records, while local and State agencies to furnish the specific reason for termination of Federal employees to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (SF 50): Your reasons are used to determine your eligibility for unemployment benefits. Please be specific and avoid generalization. If your resignation/retirement is effective at the end of the day, midnight, or unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

M39: Creditability military service: none

M45: Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE

M40: Previous Retirement Coverage: previously covered

K18: Position is at the full performance level

M38: Frozen service: 0000

E01: Appointment is Indefinite

ZZZ: This appointment does not confer eligibility to be noncompetitively

Converted to career-conditional or career appointment.

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on [REDACTED]

Sincerely,

[REDACTED]
Executive Resources Staff
Office of Human Resources



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the
Appointment of [REDACTED] in the Office of Administrator.

[REDACTED] will be compensated at the rate of ~~\$61,926.00~~ per annum.

\$56,233.00 *OSM*

E. Scott Pruitt
E. Scott Pruitt
Administrator



Printed on Recycled Paper

Appendix D: Employee D

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/26/2017				
FIRST ACTION					SECOND ACTION								
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action						
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190			6-C. Code		6-D. Legal Authority						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					1. [REDACTED]								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 130692	21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay	20A. Basic Pay 102826		20B. Locality Adj. 27866		20C. Adj. Basic Pay 130692		20D. Other Pay 0
14. Name and Location of Position's Organization							22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC						
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%							24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO		
27. FEGLI [REDACTED]							28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK					
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 03-26-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. APPOINTMENT IS INDEFINITE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170633719 / ELECTRONICALLY SIGNED BY:							
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/27/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR							

FPS
3/21/17

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appt.		2. Request Number 10-2017-078	
3. For Additional Information Call (Name and Telephone Number) (HR-)		Local Tracking No: 4. Proposed Effective Date 03/27/2017	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Brubaker, Administrator, EPA	
1. Name		2. Social Security Number	3. Date of Birth
4. Effective Date 03-26-17			
5-A. Code 17D	5-B. Nature of Action Excepted Appt.	6-A. Code	6-B. Nature of Action
5-C. Code ZLM	5-D. Legal Authority P.H. 95-190	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority
7. FROM: Position Title and Number		15. TO: Position Title and Number	
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate
12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code
18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay
20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs	
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 15-Point/Annuitant 5 - 10-Point/Other 6 - 15-Point/Annuitant/Other		24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	
25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF	
27. FEGLI		28. Annuitant Indicator	
30. Retirement Plan KE		31. Service Comp. Date (Leave) 03/26/17	
32. Work Schedule F		33. Pay Rate 6	
34. Position Occupied 2		35. FLSA Category E	
36. Appropriation Code 17/18 B 11H ZZZME8		37. Bargaining Unit Status 8888	
38. Duty Station Code 11-DD10-001		39. Duty Station Washington, DC 20460	
40. Agency Data		41.	
42.		43.	
44.		45. Educational Level	
46. Year Degree Attained		47. Academic Discipline	
48. Functional Class		49. Citizenship 1 - USA 8 - Other	
50. Veterans Status A		51. Supervisory Status N	
1. Office/Function		Initials/Signature	
Date		Office/Function	
Initials/Signature		Date	
A.		D. Staff	
B. PSB		E.	
C.		F.	
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature Cecilia Garcia	
		Approval Date 3/24/17	

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

M01: Appointment Affidavit executed: _____

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/14/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code Y7M		5-D. Legal Authority SCH C, 213.33SCH C, 213.3313 AGE			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 130692	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 14	19. Step or Rate 06	20. Total Salary/Award 130692	21. Pay Basis PA				
12A. Basic Pay 102826		12B. Locality Adj. 27866		12C. Adj. Basic Pay 130692		12D. Other Pay 0		20A. Basic Pay 102826		20B. Locality Adj. 27866		20C. Adj. Basic Pay 130692		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks FROZEN SERVICE NONE CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOIMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT APPOINTMENT IS INDEFINITE.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170893972 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 05/15/2017											

John E Reeder

Editions Prior to 7/91 are Not Usable After 8/30/93
NSN 7540-01-333-6730

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 08/13/2017							
FIRST ACTION					SECOND ACTION											
5-A. Code 546		5-B. Nature of Action CONV TO SES NONCAREER APPT			6-A. Code		6-B. Nature of Action									
5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER			6-C. Code		6-D. Legal Authority									
5-E. Code AWM		5-F. Legal Authority NON CAREER OPM FORM1652 80917			6-E. Code		6-F. Legal Authority									
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]											
8. Pay Plan GS		9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate 06	12. Total Salary 130692		13. Pay Basis PA		16. Pay Plan ES		17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 161900		21. Pay Basis PA
12A. Basic Pay 102826		12B. Locality Adj. 27866		12C. Adj. Basic Pay 130692		12D. Other Pay 0		20A. Basic Pay 161900		20B. Locality Adj. 0		20C. Adj. Basic Pay 161900		20D. Other Pay 0		
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC								22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC								
EMPLOYEE DATA																
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%								24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF YES X NO		
27. FEGLI [REDACTED]								28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0				
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA																
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888						
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA												
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK								
4. [REDACTED] CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NON-COMPETITIVELY																
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO								50. Signature/Authentication and Title of Approving Official 171580091 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR								
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 08/24/2017												

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Conversion to Non Career SES Appt.		2. Request Number OPA-2017-016	
3. For Additional Information Call (Name and Telephone Number) (HR-)		4. Proposed Effective Date ASAP	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator, EPA	
1. Name [Redacted]		2. Social Security Number [Redacted]	
3. Date of Birth [Redacted]		4. Effective Date 08-13-17	
5-A. Code 546		5-B. Nature of Action Conv to SES Non-Career Appt	
5-C. Code 546		5-D. Legal Authority 5 U.S.C. 3394CA)	
5-E. Code AWM		5-F. Legal Authority non career on OPM Reg 1652	
7. FROM: Position Title and Number [Redacted]		15. TO: Position Title and Number [Redacted]	
8. Pay Plan GS		9. Occ. Code 0301	
10. Grade or Level 14		11. Step or Rate 6	
12. Total Salary \$130,692		13. Pay Basis [Redacted]	
12A. Basic Pay		12B. Locality Adj.	
12C. Adj. Basic Pay		12D. Other Pay	
16. Pay Plan ES		17. Occ. Code 0340	
18. Grade or Level 00		19. Step or Rate 00	
20. Total Salary/Award \$161,900.00		21. Pay Basis PA	
20A. Basic Pay		20B. Locality Adj.	
20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs		22. Name and Location of Position's Organization ADG00000 - US EPA, Office of the Administrator, Office of Public Affairs	
23. Veterans Preference [Redacted]		24. Tenure [Redacted]	
25. Agency Use [Redacted]		26. Veterans Preference YES [Redacted]	
27. FEGLI [Redacted]		28. Annuitant Indicator [Redacted]	
29. Pay Rate [Redacted]		30. Retirement Plan KF	
31. Service Comp. Date (Leave) 3-26-17		32. Work Schedule [Redacted]	
33. Part Time Hours Per Biweekly Pay Period [Redacted]		34. Position Occupied 3	
35. FLSA Category E		36. Appropriation Code 17/18 B 11H ZZZME8	
37. Bargaining Unit Status 8888		38. Duty Station Code 11-0010-001	
39. Duty Station Washington, DC 20460		40. Agency Data [Redacted]	
41. [Redacted]		42. [Redacted]	
43. [Redacted]		44. [Redacted]	
45. Educational Level [Redacted]		46. Year Degree Attained [Redacted]	
47. Academic Discipline [Redacted]		48. Functional Class [Redacted]	
49. Citizenship [Redacted]		50. Veterans Status [Redacted]	
51. Supervisory Status S		52. [Redacted]	
1. Office/Function A.		Initials/Signature [Redacted]	
Date [Redacted]		Office/Function D.	
Initials/Signature [Redacted]		Date [Redacted]	
Office/Function B.		Initials/Signature [Redacted]	
Date [Redacted]		Office/Function E.	
Initials/Signature [Redacted]		Date [Redacted]	
Office/Function C.		Initials/Signature [Redacted]	
Date [Redacted]		Office/Function F.	
Initials/Signature [Redacted]		Date [Redacted]	
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature [Redacted]	
Approval Date 8-11-17		[Redacted]	

CONTINUED ON NEXT PAGE

Edits Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6238

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

M39 - Creditable Military Service, None
M40 - Previous Retirement Covered, Previously Covered
M45 - Employee is automatically Covered Under FEERS.
K18 - Employee position is at the full performance level
222 - This position is designated for Drug Testing
222 - This appointment does not confer eligibility to be
Non-competitively converted to Career-Conditional or
career Appointment
Appointment is Indefinite

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		I. DUTY LOCATION Washington, DC		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	[REDACTED]	ES	0340	00	
4. Supervisor's Recommendation	[REDACTED]	ES	0301	00	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		c. [REDACTED]			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f. [REDACTED]			
b. Office of the Administrator		g. [REDACTED]			
c. Office of Public Affairs		h. Employing Office Location Washington, DC			
d. [REDACTED]		i. Organization Code [REDACTED]			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator			
b. Signature [Signature]	c. Date 3/10/17	e. Signature [Signature]	f. Date 3/10/17		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<input checked="" type="checkbox"/> Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive	f. Functional Classification Code
g. Bargaining Unit Code 36666	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)	i. Classifier's Signature [Signature]		j. Date 03/13/17	
11. REMARKS Top Secret					

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 07/26/2017

POC: [REDACTED] Phone: [REDACTED]

Fax: (202) 564-9612

Request No: [REDACTED] Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No Duration: ES Pay Level: \$161,900 Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED] Title: [REDACTED]

Organization Name: OFFICE OF PUBLIC AFFAIRS

Recruited From: SAME BUREAU, SAME AGENCY GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or E. Scott Pruitt, Administrator

Signature: [Signature] Date Signed: 7/27/17

Agency White House Liaison

Name: Charles Munoz Phone: 202-564-3097

Signature: [Signature] Date Signed: 7/27/17

OPM USE ONLY

Check the appropriate Box(es)

- ☐ Your request for a new noncareer appointment authority, reassignment or pay level change is: ☒ Approved ☐ Approved with Modification *
- ☐ Your request for a limited term emergency appointment authority for the duration of _____ is: ☐ Disapproved ☐ Return without Action
- ☐ Your request for temporary space allocation
- * Modification

Number of non-career allocations: _____ Percent of SES space allocation: _____ %

OPM Approving Official: [Signature] Date Signed: 8/9/17

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

AUG 10 2017

[REDACTED]

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as [REDACTED]. This position is located in the Office of the Administrator, Office of Public Affairs, Immediate Office; Washington, DC. Your appointment to this position will be made effective August 13, 2017.

This position is a Non-Career Senior Executive Service (SES) position. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your annual salary will increase to the level of \$161,900;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator
- ▶ You will continue to work a full-time schedule;
- ▶ You will earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave;
- ▶ You may be required to update your SF-278 Financial Disclosure form. Please contact [REDACTED] to obtain additional information;
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

Benefits

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on [REDACTED]

Sincerely yours,

[REDACTED]

Office of Human Resources

Appendix E: Employee E

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 04/23/2017			
FIRST ACTION					SECOND ACTION							
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action					
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190			6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number					15. TO: Position Title and Number [REDACTED]							
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 115755	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay	20A. Basic Pay 91074		20B. Locality Adj. 24681		20C. Adj. Basic Pay 115755	20D. Other Pay 0
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC							
EMPLOYEE DATA												
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO		
27. FEGLI [REDACTED]					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 04/23/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA												
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 04/24/17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. APPOINTMENT IS INDEFINITE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT												
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170696199 / ELECTRONICALLY SIGNED BY: SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR							
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 04/24/2017								

ECL: [REDACTED]

FPPS
4/24/17SF 52 (E-Forms 4.4)
Rev. 7/31
U.S. Office of Personnel Management
FPMR Supp. 296-33, Subch. 3

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested AD Appointment		2. Request Number 10-2017-083	
3. For Additional Information Call (Name & Telephone Number)		Local Tracking No.	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff		4. Proposed Effective Date 04-23-17	
5. Action Authorized By (Typed Name, Title, Signature, and Conference Date) E. Scott Pruitt, Administrator			
1. Name	2. Social Security Number	3. Date of Birth	4. Effective Date 04-23-17
5-A. Code 110	5-B. Nature of Action Exempted Appt.	6-A. Code	6-B. Nature of Action
5-C. Code 21M	5-D. Legal Authority P.L. 95-190	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority
7. FROM: Position Title and Number		15. TO: Position Title and Number	
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate
12. Total Salary	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301
18. Grade or Level	19. Step or Rate 00	20. Total Salary/Award \$115,755.00	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office	
33. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Disability 6 - 10-Point/Other		24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	
27. FEGLI		25. Agency Use	
30. Retirement Plan		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF	
31. Service Comp. Date (Leave)		28. Annuitant Indicator	
32. Work Schedule		29. Pay Rate 0 Determinant	
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Research		35. FLSA Category N	
36. Appropriation Code 1718 B 11A ZZZME8		37. Bargaining Unit Status 8555	
38. Duty Station Code 11-0010-001		39. Duty Station Washington, DC	
40. Agency Data	41.	42.	43.
44.	45. Educational Level	46. Year Degree Attained	47. Academic Standing
48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status
1. Office/Function	Initials/Signature	Date	Office/Function
A.			D. Staff
B. PSB		4/12/17	E.
C.			F.
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature Cecilia Leander	
		Approval Date 4/19/17	

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-8238

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 52

M01: Appointment Affidavit executed

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never covered

M45: Employee is automatically covered under FEERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

F01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/14/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code Y7M		5-D. Legal Authority SCH C, 213.33SCH C 3317			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 115755	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 14	19. Step or Rate 02	20. Total Salary/Award 115755	21. Pay Basis PA				
12A. Basic Pay 91074		12B. Locality Adj. 24681		12C. Adj. Basic Pay 115755		12D. Other Pay 0		20A. Basic Pay 91074		20B. Locality Adj. 24681		20C. Adj. Basic Pay 115755		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. EGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 04/23/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks FROZEN SERVICE NONE CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170921379 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 05/18/2017											

FPPS 5/18/17

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested <u>Commission to</u>		Schedule C. Appt.		2. Request Number 10-2017-094	
3. For Additional Information Call (Name and Telephone Number)		Local Tracking No:		4. Proposed Effective Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator			
1. Name		2. Social Security Number		3. Date of Birth	
4. Effective Date		05-14-17			
5-A. Code 570		5-B. Nature of Action EDM to Exc AD		6-A. Code	
5-C. Code Y7M		5-D. Legal Authority Sch C 33M		6-B. Nature of Action	
5-E. Code		5-F. Legal Authority		6-C. Code	
				6-D. Legal Authority	
6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number Same →		15. TO: Position Title and Number			
8. Pay Plan AD		9. Occ. Code 0301		10. Grade or Level 00	
11. Step or Rate 00		12. Total Salary PA		13. Pay Basis PA	
14. Name and Location of Position's Organization Same →		22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office			
23. Veterans Preference 1 - None 2 - 5 Points 3 - 10 Points/Disability 4 - 15 Points/Disability 5 - 10 Points/Other 6 - 15 Points/Other		24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Interim		25. Agency Use	
26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF		27. FEGLI		28. Annuitant Indicator 9	
29. Pay Rate D Determinant		30. Retirement Plan RR		31. Service/Comp Date (Leave) 4/23/17	
32. Work Schedule F		33. Part Time Hours Per Biweekly Pay Period 00		34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Development	
35. FLSA Category E		36. Appropriation Code 1718 B 11A ZZZME8		37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001		39. Duty Station Washington, DC			
40. Agency Data		41. 42. 43. 44.			
45. Educational Level		46. Year Degree Attained			
47. Academic Discipline		48. Functional Class			
49. Citizenship 1 - USA 8 - Other		50. Veterans Status A			
51. Supervisory Status S					
1. Office/Function		Initials/Signature		Date	
A.				5/18/17	
B.					
C.					
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature Quenda Leavelle		Approval Date 5/18/17	

CONTINUED ON NEXT PAGE

Editions Prior to 7/81 Are Not Usable After 6/30/83
NSN 7540-01-333-8238

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

PART F - Remarks for SF 50

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/16/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 546		6-B. Nature of Action CONV TO SES NONCAREER APPT								
5-C. Code		5-D. Legal Authority			6-C. Code V4L		6-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER								
5-E. Code		5-F. Legal Authority			6-E. Code AWM		6-F. Legal Authority 07-13-17								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate 02	12. Total Salary 115755	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 140000	21. Pay Basis PA				
12A. Basic Pay 91074		12B. Locality Adj. 24681		12C. Adj. Basic Pay 115755		12D. Other Pay 0		20A. Basic Pay 140000		20B. Locality Adj. 0		20C. Adj. Basic Pay 140000		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 04/23/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CORRECTS ITEM NUMBER 15 FROM [REDACTED]															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180317519 / ELECTRONICALLY SIGNED BY:									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 01/18/2018		VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR									

REQUEST FOR PERSONNEL ACTION

FARS
2/20/17

1. Actions Requested Conversion to NL SES Appt										2. Request Number IO-2017-110																					
3. For Additional Information Call (Name and Telephone Number) [Redacted]										Local Tracking No:		4. Proposed Effective Date ASAP																			
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff <i>[Signature]</i>										6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator <i>[Signature]</i>																					
1. Name [Redacted]					2. Social Security Number [Redacted]			3. Date of Birth [Redacted]		4. Effective Date 07-16-17																					
5-A. Code 546		5-B. Nature of Action Conv to SES Non-Career Appt								6-A. Code		6-B. Nature of Action																			
5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(a) Non-Career								6-C. Code		6-D. Legal Authority																			
5-E. Code AWM		5-F. Legal Authority and OPM Form 1652 dated 07-13-17								6-E. Code		6-F. Legal Authority																			
7. FROM: Position Title and Number [Redacted]										15. TO: Position Title and Number [Redacted]																					
8. Pay Plan GS		9. Occ. Code 0301		10. Grade or Level 14		11. Step or Rate 02		12. Total Salary \$115,755.00		13. Pay Basis PA		18. Pay Plan ES		17. Occ. Code 0340		18. Grade or Level 00		18. Step or Rate 00		20. Total Salary/Award \$140,000		21. Pay Basis PA									
12A. Basic Pay				12B. Locality Adj.				12C. Adj. Basic Pay				12D. Other Pay				20A. Basic Pay				20B. Locality Adj.				20C. Adj. Basic Pay				20D. Other Pay			
14. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office										22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office																					
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point/Disability 4 - 10-Point/Nontransferable 6 - 10-Point/Nontransferable/VN										24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite										25. Agency Use		26. Veterans Preference YES NO RIF									
27. FEGLI										28. Annuitant Indicator										29. Pay Rate Determinant											
30. Retirement Plan										31. Service Comp. Date (Leave)				32. Work Schedule				33. Part Time Hours Per Biweekly Pay Period													
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Research										35. FLSA Category E				36. Appropriation Code 1718 B 11A ZZZME8				37. Bargaining Unit Status 8888													
38. Duty Station Code 11-0010-001										39. Duty Station Washington, DC																					
40. Agency Data		41.		42.		43.		44.		45. Educational Level		46. Year Degree Attained		47. Academic Discipline		48. Functional Class		49. Citizenship 1 - USA 5 - Other		50. Veterans Status		51. Supervisory Status S									
1. Office/Function		Initials/Signature			Date		Office/Function		Initials/Signature			Date		A.		D. <i>Staff</i>			<i>Ann Jackson</i>			07-19-17									
B.							E.							C.		F.															
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.										Signature <i>Ann Jackson</i>										Approval Date 07-19-17											

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

M39: Creditable Military Service: NONE

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

M38: Frozen Service: 00-00

T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.

ZZZ: This position is designated for Drug Testing.

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested Resignation	2. Request Number TBA
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date 3/12/18

5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan Jackson, Chief of Staff	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Scott Pruitt, Administrator
---	---

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 298-1, Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
-------------------------------	---------------------------	------------------	-------------------

FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
------------------------------------	-----------------------------------

8. Pay Plan ES	9. Loc. Code 0340	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$140,000	13. Pay Band PA	14. Pay Plan ES	15. Loc. Code 0340	16. Grade or Level 00	17. Step or Rate 00	18. Total Salary \$140,000	19. Pay Band PA
-------------------	----------------------	--------------------------	------------------------	-------------------------------	--------------------	--------------------	-----------------------	--------------------------	------------------------	-------------------------------	--------------------

14. Name and Location of Position's Organization A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office	22. Name and Location of Position's Organization
---	--

EMPLOYEE DATA		24. Tenure		25. Agency Use		26. Veterans Preference for RIF	
23. Veterans Preference	1 - None 2 - 5-Point	3 - 10-Point Disability 4 - 10-Point Compensable	5 - 15-Point Other 6 - 15-Point Compensable (over 30%)	7 - None 1 - Permanent	2 - Conditional 3 - Indefinite	<input type="checkbox"/> YES <input type="checkbox"/> NO	
27. FEGLI	28. Annuity Indicator					29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)					32. Work Schedule	
33. Part-Time Hours Per Directly Pay Period							

POSITION DATA		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
34. Position Occupied	1 - Competitive Service 2 - Excepted Service	3 - SES General 4 - SES Career Reserved	5 - Except N - Nonexcept	18/19 B 11A 000ME8			
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)						

40. AGENCY DATA	41.	42.	43.	44.
45. EDUCATIONAL LEVEL	46. YR DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP
				1-USA 2-OTHER

PART C - Reviews and Approvals (Not to be used by requesting office.)					
1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
--	-----------	---------------

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 4506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regula-

tions with regard to employment of individuals in the Federal service and their records, while section 4506 requires agencies to furnish the specific reason for termination of Federal Service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary, however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.
Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Date Signed

4. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

Appendix F: Employee F

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/26/2017				
FIRST ACTION					SECOND ACTION								
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action						
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190			6-C. Code		6-D. Legal Authority						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number [REDACTED]								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 149337	21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay	20A. Basic Pay 117496		20B. Locality Adj. 31841		20C. Adj. Basic Pay 149337		20D. Other Pay 0
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization [REDACTED] WASHINGTON,DC								
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO			
27. FEGLI [REDACTED]					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0				
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK					
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 03-27-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. APPOINTMENT IS INDEFINITE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DIES BIT CIBFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170620790 / ELECTRONICALLY SIGNED BY:							
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/13/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR							

FPPS
3/27/17

SF 52 (E-Form 4.4)
Rev. 7/81
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

SRO Approval _____
John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number OP-2017-017
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR- [Redacted])		4. Proposed Effective Date 03/27/2017
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn, Acting Deputy Administrator [Signature] 3/21/17		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator [Signature]

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 03-26-17
-----------------------	---	--------------------------------	--------------------------------------

5-A. Code P10	5-B. Nature of Action Excepted Appt	6-A. Code	6-B. Nature of Action
5-C. Code 2um	5-D. Legal Authority P.L. 95-190	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number [Redacted]	15. TO: Position Title and Number [Redacted]
--	---

8. Pay Plan [Redacted]	9. Occ. Code [Redacted]	10. Grade or Level [Redacted]	11. Step or Rate [Redacted]	12. Total Salary [Redacted]	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$149,337.00	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization [Redacted]	22. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy
--	---

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Presidential 5 - 10-Point/Other 6 - 10-Point/Presidential/Other	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Interim	25. Agency Use	26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> RIF
27. FEGLI [Redacted]	28. Annuitant Indicator 9	29. Pay Rate 0	30. Retirement Plan KE
31. Service Comp. Date (Leave) 03-26-17	32. Work Schedule F	33. Part Time Hours Per Week 00	34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Senior Executive

35. ELSA Category E	36. Appropriation Code 1718 B 11B ZZZMH9	37. Bargaining Unit Status 8888
38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC	

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class 1	49. Citizenship 1 - USA 8 - Other <input checked="" type="checkbox"/>
				50. Veterans Status <input checked="" type="checkbox"/>
				51. Supervisory Status N

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	[Signature]		D. Phaff	Gunn Hackley	3.23.17
B. PSB	[Signature]	3/16/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature Gunn Hackley	Approval Date 3.23.17
--	----------------------------------	---------------------------------

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES

☐ NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

PART II

M01: Appointment Affidavit executed: _____

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under PERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/14/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 570		6-B. Nature of Action CONV TO EXC APPT								
5-C. Code		5-D. Legal Authority			6-C. Code Y7M		6-D. Legal Authority SCH C, 213.33SCH C 3316								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 149337	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 15	19. Step or Rate 05	20. Total Salary/Award 149337	21. Pay Basis PA				
12A. Basic Pay 117496		12B. Locality Adj. 31841		12C. Adj. Basic Pay 149337		12D. Other Pay 0		20A. Basic Pay 117496		20B. Locality Adj. 31841		20C. Adj. Basic Pay 149337		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR [REDACTED] OFFICE OF POLICY WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR [REDACTED] OFFICE OF POLICY WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CORRECTS ITEM NUMBER 31 FROM 03-26-17															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171535155 / ELECTRONICALLY SIGNED BY:									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 08/21/2017		VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR									

FPPS 5/18/17

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Conversion To										2. Request Number OP-2017-020																																																											
3. For Additional Information Call (Name and Telephone Number) (HR-)										4. Proposed Effective Date ASAP																																																											
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff										6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator																																																											
1. Name [Redacted]					2. Social Security Number [Redacted]					3. Date of Birth [Redacted]					4. Effective Date 05-14-17																																																						
5-A. Code 570					5-B. Nature of Action Conv to Exe Appt.					6-A. Code					6-B. Nature of Action																																																						
5-C. Code 7M					5-D. Legal Authority Sch C 3317					6-C. Code					6-D. Legal Authority																																																						
5-E. Code					5-F. Legal Authority					6-E. Code					6-F. Legal Authority																																																						
7. FROM: Position Title and Number Same ->										15. TO: Position Title and Number [Redacted]																																																											
8. Pay Plan AD		9. Occ. Code 0301		10. Grade or Level 00		11. Step or Rate 00		12. Total Salary		13. Pay Basis PA		16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 15		19. Step or Rate 05		20. Total Salary/Award \$149,337.00		21. Pay Basis PA																																															
12A. Basic Pay				12B. Locality Adj.				12C. Adj. Basic Pay				12D. Other Pay				20A. Basic Pay				20B. Locality Adj.				20C. Adj. Basic Pay				20D. Other Pay																																									
14. Name and Location of Position's Organization Same ->										22. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy																																																											
23. Veterans Preference 1 - None										24. Tenure 3										25. Agency Use										26. Veterans Preference YES																																							
27. FEGLI [Redacted]										28. Annuitant Indicator 9										29. Pay Rate Determinant 0																																																	
30. Retirement Plan KR										31. Service Comp. Date (Leave)										32. Work Schedule F										33. Part Time Hours Per Biweekly Pay Period 00																																							
34. Position Occupied 2										35. FLSA Category E										36. Appropriation Code 1718 B 11B ZZZMH9										37. Bargaining Unit Status 6588																																							
38. Duty Station Code										39. Duty Station Washington, DC																																																											
40. Agency Data										41.										42.										43.										44.																													
45. Educational Level										46. Year Degree Attained										47. Academic Discipline										48. Functional Class										49. Citizenship 1 - USA 8 - Other										50. Veterans Status A										51. Supervisory Status S									
1. Office/Function		Initials/Signature				Date		Office/Function		Initials/Signature				Date																																																							
A.						4/12/17		D. Staff						5/18/17																																																							
B. PSB								E.																																																													
C.								F.																																																													
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.										Signature 										Approval Date 5/18/17																																																	

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/16/2017				
FIRST ACTION					SECOND ACTION								
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 546		6-B. Nature of Action CONV TO SES NONCAREER APPT						
5-C. Code		5-D. Legal Authority			6-C. Code V4L		6-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER						
5-E. Code		5-F. Legal Authority			6-E. Code AWM		6-F. Legal Authority 07-13-17						
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]								
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 15	11. Step or Rate 05	12. Total Salary 149337		13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 151700	21. Pay Basis PA	
12A. Basic Pay 117496		12B. Locality Adj. 31841		12C. Adj. Basic Pay 149337		12D. Other Pay 0	20A. Basic Pay 151700		20B. Locality Adj. 0		20C. Adj. Basic Pay 151700		20D. Other Pay 0
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR [REDACTED] OFFICE OF POLICY WASHINGTON,DC							22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR [REDACTED] OFFICE OF POLICY WASHINGTON,DC						
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%							24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES X NO		
27. FEGLI [REDACTED]							28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0		
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA													
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK					
45. Remarks CORRECTS ITEM NUMBER 31 FROM 03-26-17													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO							50. Signature/Authentication and Title of Approving Official 171581755 / ELECTRONICALLY SIGNED BY:						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 08/21/2017		VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR							

SRO Approval _____
John E Reeder

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Conversion to	2. Request Number OP-2017-025
3. For Additional Information Call (Name and Telephone Number) (HR: [redacted])	4. Proposed Effective Date 07-16-17
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-year order.)

1. Name [redacted]	2. Social Security Number [redacted]	3. Date of Birth [redacted]	4. Effective Date 07-16-17
FIRST ACTION		SECOND ACTION	
5-A. Code 546	5-B. Nature of Action Conv to SES Non-Career Appt	6-A. Code [redacted]	6-B. Nature of Action [redacted]
5-C. Code V4L	5-D. Legal Authority 5 U.S.C. 3394(a) Non-Career and	6-C. Code [redacted]	6-D. Legal Authority [redacted]
5-E. Code AWM	5-F. Legal Authority OPM Form 1652 dated 07-13-17	6-E. Code [redacted]	6-F. Legal Authority [redacted]
7. FROM: Position Title and Number [redacted]		15. TO: Position Title and Number [redacted]	

8. Pay Plan GS	9. Occ. Code 301	10. Grade or Level 15	11. Step or Rate 05	12. Total Salary \$149,337.00	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$151,700	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay	
14. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy						22. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy					

EMPLOYEE DATA			24. Tenure			25. Agency Use			26. Veterans Preference		
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Noncompetitive 6 - 10-Point/Noncompetitive/Other			0 - None 2 - Conditional 1 - Dominant 3 - Indefinite						YES NO for RIF		
27. FEGLI			28. Annuitant Indicator						29. Pay Rate Determinant		
30. Retirement Plan			31. Service Comp. Date (Leave)			32. Work Schedule			33. Part Time Hours Per Biweekly Pay Period		

POSITION DATA			35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status		
34. Position Occupied 3 - Competitive Service 3 - SES General 2 - Exempt Service 4 - SES Career Representative			E			2017/2018 B 11B ZZZMH9			8888		
38. Duty Station Code 1-OP10-DOI			39. Duty Station Washington, DC								
40. Agency Data			41.			42.			43.		
44.			45. Educational Level			46. Year Degree Attained			47. Academic Discipline		
48. Functional Class			49. Citizenship 1 - USA 8 - Other			50. Veterans Status			51. Supervisory Status S		

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	<i>Ann Hackley</i>	07-19-17
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature <i>Ann Hackley</i>		Approval Date 07-19-17

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-8239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

____ OGE 450 Not Required

____ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

PART F - Remarks for SF 50

M39: Creditable Military Service: None
M40: Previous Retirement Coverage: Previously Covered
M45: Employee is automatically covered under FERS.
M38: Frozen Service: 00-00
T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.
ZZZ: This position is designated for Drug Testing.

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 07/06/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: EP170079

Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No

Duration:

ES Pay Level: \$151,700

Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED]

Title: [REDACTED]

Organization Name: [REDACTED]

Recruited From: SAME BUREAU, SAME AGENCY

GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or

E. Scott Pruitt, Administrator

Signature: [REDACTED]

Date Signed: 7/5/17

Agency White House Liaison

Name: Charles Munoz

Phone: 564-3057

Signature: [REDACTED]

Date Signed: 7/10/17

OPM USE ONLY

Check the appropriate Box(es)

☐ Your request for a new noncareer appointment authority, reassignment or pay level change is:

☒ Approved

☐ Approved with Modification *

☐ Your request for a limited term emergency appointment authority for the duration of _____ is:

☐ Disapproved

☐ Return without Action

☐ Your request for temporary space allocation

* Modification

Number of non-career allocations: _____

Percent of SES space allocation: _____ %

OPM Approving Official: [REDACTED]

Date Signed: 7/13/17

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	[REDACTED]	ES	0340	00	
4. Supervisor's Recommendation	[REDACTED]	ES	0340		
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
		[REDACTED]			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		c.			
b. OFFICE OF THE ADMINISTRATOR		f.			
c. Office of Policy		g.			
d.		h. Employing Office Location Washington, DC			
		i. Organization Code AA000000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Ryan T. Jackson, Chief of Staff			E. Scott Pruitt, Administrator, EPA		
b. Signature		c. Date		e. Signature	
[Signature]		7/1/17		[Signature]	
				f. Date	
				7/2/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA)	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: Yes		<input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required		<input type="checkbox"/> Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				e. FLSA Determination	
				<input type="checkbox"/> NONEXEMPT <input type="checkbox"/> <input checked="" type="checkbox"/> EXEMPT (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	
f. Functional Classification Code					
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
86886		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()		[Signature]	
				j. Date	
				07/06/17	
11. REMARKS					
Secure Clearance					

SRO Approval _____
John E Reeder

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 35 and 39.)

1. Actions Requested Non Career - SES		2. Request Number OP-2018-000	
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR- [Redacted])		4. Proposed Effective Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date [Redacted]
-----------------------	---	--------------------------------	---------------------------------

FIRST ACTION

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number [Redacted]						15. TO: Position Title and Number [Redacted]									
8. Pay Plan ES	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0343	18. Grade or Level	19. Step or Rate	20. Total Salary/Award \$161,900.00	21. Pay Basis PA				
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	

14. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy						22. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy					
--	--	--	--	--	--	--	--	--	--	--	--

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Nonresidence 6 - 10-Point/Nonresidence/20%				24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF YES NO			
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant			
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule			
33. Part Time Hours Per Biweekly Pay Period											

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Specialist		35. FLSA Category		36. Appropriation Code 2018/2019 B 11B 000MH9		37. Bargaining Unit Status	
38. Duty Station Code		39. Duty Station Washington, DC					

40. Agency Data		41.	42.	43.	44.		
45. Educational Level		46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize GPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

PART F - Remarks for SF 50

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 12/19/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: [REDACTED]

Request Type: REASSIGNMENT

Appointment Authority: NONCAREER

Extension: No

Duration:

ES Pay Level: \$161,900

Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED]

Title: [REDACTED]

Organization Name: [REDACTED]

Recruited From: SAME BUREAU, SAME AGENCY

GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or

E. Scott Pruitt, Administrator

Signature: [Signature]

Date Signed: 12/20/17

Agency White House Liaison

Name: Charles Munoz

Phone: 564-3097

Signature: [Signature]

Date Signed: 12/20/17

OPM USE ONLY

Check the appropriate Box(es)

☐ Your request for a new noncareer appointment authority, reassignment or pay level change is:

☐ Approved

☐ Approved with Modification *

☐ Your request for a limited term emergency appointment authority for the duration of _____ is:

☐ Disapproved

☐ Return without Action

☐ Your request for temporary space allocation

* Modification

Number of non-career allocations: _____ Percent of SES space allocation: _____ %

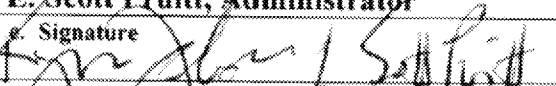
OPM Approving Official: _____ Date Signed: _____

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <div style="background-color: black; height: 20px; width: 100%;"></div>					
		b. Title		c. Pay Plan	d. Series
Official Allocation					
4. Supervisor's Recommendation				ES	0343
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
			<div style="background-color: black; height: 20px; width: 100%;"></div>		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			c.		
b. Office of the Administrator			e.		
c. Office of Policy			h. Employing Office Location - Washington, DC		
d.			i. Organization Code - AA0000000		
8. SUPERVISORY STATUS					
<input checked="" type="radio"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input checked="" type="radio"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input checked="" type="radio"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input checked="" type="radio"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input checked="" type="radio"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="radio"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Ryan T. Jackson, Chief of Staff			E. Scott Pruitt, Administrator		
b. Signature		c. Date		e. Signature	
		12/18/17			
				12/15/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation	
<input checked="" type="radio"/> 1: Low <input type="radio"/> 2: Moderate <input type="radio"/> 3: High Security Clearance Required: Yes TS/SCI		<input type="radio"/> OGE-450 Required <input type="radio"/> OGE-278 Required <input type="radio"/> No financial disclosure forms required		<input type="radio"/> This position <input type="radio"/> may be IA'ed <input type="radio"/> may not be IA'ed <input type="radio"/> is limited to current incumbent	
				e. FLSA Determination	
				<input checked="" type="radio"/> NONEXEMPT <input type="radio"/> EXEMPT* (*check exemption category) <input type="radio"/> Administrative <input type="radio"/> Professional <input type="radio"/> Executive	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
88888		<input type="radio"/> Medical Monitoring Required <input type="radio"/> Extramural Resources Management Duties (0 % of time) <input type="radio"/> This position is subject to random drug testing ()			
				j. Date	
11. REMARKS					

Appendix G: Employee G

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 09/03/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action								
5-C. Code ZLM		5-D. Legal Authority P.L 95-190			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 79720	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 100981	21. Pay Basis PA				
12A. Basic Pay 62722		12B. Locality Adj. 16998		12C. Adj. Basic Pay 79720		12D. Other Pay 0		20A. Basic Pay 100981		20B. Locality Adj. 0		20C. Adj. Basic Pay 100981		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KR FERS-RAE & FICA				31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED FROZEN SERVICE NONE															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171662485 / ELECTRONICALLY SIGNED BY:									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 09/06/2017		VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR									

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/13/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 170		6-B. Nature of Action EXC APPT								
5-C. Code		5-D. Legal Authority			6-C. Code ZLM		6-D. Legal Authority P.L. 95-190								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number [REDACTED]										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 79720	21. Pay Basis PA		
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 62722		20B. Locality Adj. 16998		20C. Adj. Basic Pay 79720		20D. Other Pay 0	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC										
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO					
27. FEGLI [REDACTED]					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0						
30. Retirement Plan KR FERS-RAE & FICA				31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK							
45. Remarks CORRECTS ITEM NUMBER 15 FROM [REDACTED]															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 171236184 / ELECTRONICALLY SIGNED BY:										
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 07/12/2017		BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR									

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

PART A: Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 38.)

1. Actions Requested Conversion of AD Appt.	2. Request Number IO-2017-119
3. For Additional Information Call (Name and Telephone Number) (HR-)	Local Tracking No:
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff	6. Action Authorized By (Typed Name, Title, Signature, and Request Date) E. Scott Pruitt / Administrator
7. Name	2. Social Security Number
	3. Date of Birth
	4. Effective Date 09-03-17

FIRST ACTION		SECOND ACTION	
5-A. Code 570	5-B. Nature of Action conv to Exc Appt	6-A. Code	6-B. Nature of Action
5-C. Code 20m	5-D. Legal Authority P.L. 95-190	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
------------------------------------	-----------------------------------

8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$94,796.00	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$100,981.00	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization US, EPA, Office of the Administrator - AOG000000 Office of Public Affairs	22. Name and Location of Position's Organization A0000000 - US EPA, Office of the Administrator Washington, DC 20460
--	--

EMPLOYEE DATA		24. Tenure		25. Agency Use		26. Veterans Preference	
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Disability 6 - 10-Point/Disability/Other		3 - None 2 - Conditional 1 - Permanent 3 - Indefinite				YES NO for RIF	
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant		33. Part Time Hours Per Biweekly Pay Period	
30. Retirement Plan		31. Service Comp. Date (Leave)		32. Work Schedule		37. Bargaining Unit Status	
POSITION DATA		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Extended Service 4 - SES Career Position		E		17/18 B 11A ZZZME8		9888	
38. Duty Station Code		39. Duty Station Washington, DC 20460					

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Veterans Status
				51. Supervisory Status

PART C: Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature P. Jackson	Approval Date 9-6-17
--	-------------------------	-------------------------

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-8239

FPRS

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day #midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number 10-2017-058	
3. For Additional Information Call (Name and Telephone Number)		Local Tracking No:	
4. Proposed Effective Date 03/05/2017			
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator 3/17/17		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator 3/17/17	
1. Name		2. Social Security Number	
3. Date of Birth		4. Effective Date 03-13-2017	
5-A. Code 170		5-B. Nature of Action EXC APPT.	
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190	
5-E. Code		5-F. Legal Authority	
7. FROM: Position Title and Number		15. TO: Position Title and Number	
8. Pay Plan		16. Pay Plan AD	
9. Occ. Code		17. Occ. Code 0301	
10. Grade or Level		18. Grade or Level 00	
11. Step or Rate		19. Step or Rate 00	
12. Total Salary		20. Total Salary/Award	
13. Pay Basis		21. Pay Basis PA	
12A. Basic Pay		20A. Basic Pay	
12B. Locality Adj.		20B. Locality Adj.	
12C. Adj. Basic Pay		20C. Adj. Basic Pay	
12D. Other Pay		20D. Other Pay	
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization USEPA, Office of the Administrator Office of Public Affairs Washington, DC 20460	
23. Veterans Preference 1 - None 2 - Competitive Service 3 - 10-Point/Disability 4 - 10-Point/Formerly in Service 5 - 10-Point/Other 6 - 10-Point/Formerly in Service		24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	
25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF	
27. FEGLI		28. Annuity Indicator 9	
29. Pay Rate 0		30. Retirement Plan KR	
31. Service Comp. Date (Leave) 03-13-17		32. Work Schedule F	
33. Part Time Hours Per Week 00		34. Position Occupied 2	
35. FLSA Category E		36. Appropriation Code 17/18 B 11H ZZZME8	
37. Bargaining Unit Status 8888		38. Duty Station Code	
39. Duty Station Washington, DC 20460		40. Agency Data	
41.		42.	
43.		44.	
45. Educational Level		46. Year Degree Attained	
47. Academic Discipline		48. Functional Class	
49. Citizenship 1 - USA 6 - Other		50. Veterans Status X	
51. Supervisory Status N			
1. Office/Function		Initials/Signature	
Date		Office/Function	
Initials/Signature		Date	
A.		D. Staffing	
B. PSB		E.	
C.		F.	
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature C. Scott Pruitt	
		Approval Date 3/10/17	

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-8238

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 4/16/2018 9:36:19 PM
To: Lyons, Troy [lyons.troy@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]; Wilcox, Jahan [wilcox.jahan@epa.gov]; Palich, Christian [palich.christian@epa.gov]; Ringel, Aaron [ringel.aaron@epa.gov]
Subject: 4-11-2018 - FY19 Budget Hearing HOT TOPICS VRJ edits.docx
Attachments: 4-11-2018 - FY19 Budget Hearing HOT TOPICS VRJ edits.docx

Use this version given that latest E&E story.

13 POINTS MEMO: New Hire Approval Request

AGENCY: Environmental Protection Agency

CANDIDATE INFORMATION (To be completed by applicant)

- **Name:** Millan Hupp
- **Phone:** Ex. 6
- **Email:** Ex. 6
- **Date of Birth:** Personal Matters / Ex. 6
- **Place of Birth:** Ex. 6
- **Current Address:** Ex. 6
- **Social Security Number:** Ex. 6
- **5 Year Salary History:**
 - Ex. 6
 -
 -

Resume Required (Disregard if already submitted)

PROPOSED POSITION (To be completed by the White House Liaison)

- **APPT TYPE (Schedule C, NC-SES, XS, AD):** AD (GS-11 / Step 1)
- **OFFICE:** OA
- **SUBOFFICE:** Office of Scheduling and Advance
- **POSITION TITLE:** Deputy Director of Scheduling and Advance
- **REQUESTED EFFECTIVE DATE:** 3/5/17
- **JOB DESCRIPTION:** PDF Attached

The White House
Presidential Personnel Office
SKC/SES BIO SHEET

This information is necessary to begin the clearance process. Return to White House Liaison when completed.

PART I: PERSONAL INFORMATION (TO BE COMPLETED BY THE CANDIDATE)

1. FULL NAME (Last, First, Middle):

Hupp, Millan Nicole

2. SOCIAL SECURITY NUMBER:

Ex. 6

3. CURRENT RESIDENTIAL ADDRESS (Number, Street, City, State, ZIP Code)

Ex. 6

4. VOTING ADDRESS IN 2016 (Number, Street, City, State, ZIP Code, if different than current address)

5. PLACE OF BIRTH (City, State; if not U.S., state, country)

Personal Matters / Ex. 6

6. GENDER

Female

7. DATE OF BIRTH

Personal Matters / Ex. 6

8. ETHNIC HERITAGE

European, Native American

9. RACE

Caucasian

10. POLITICAL PARTY

Republican

11. HOME PHONE

N/A

12. CELL PHONE

Ex. 6

13. WORK PHONE

N/A

14. PERSONAL EMAIL

Ex. 6

15. WORK EMAIL

Ex. 6

16. CURRENT POSITION (Title, Company)

Director of Operations, Team Pruitt

17. WORK ADDRESS (Number, Street, City, State, Zip)

15 West 6th Street, Suite 2507, Tulsa, Ok 74119

18. PLEASE LIST ALL SOCIAL MEDIA ACCOUNTS (Or say none if you have none)

Facebook, Twitter (**Ex. 6**) Instagram (**Ex. 6**) LinkedIn

19. EDUCATION (Degree, Institution, Year)

Bachelor of Science and Minor in Political Science, Oklahoma State University, 2014

20. AWARDS

N/A

21. MILITARY SERVICE (Rank, Branch, Years)

N/A

22. PREVIOUS PRESIDENTIAL APPOINTMENTS

N/A

PART II: POSITION INFORMATION (TO BE COMPLETED BY WHITE HOUSE LIAISON)

1. POSITION TITLE

Deputy Director of Advance and Scheduling

2. AGENCY

Environmental Protection Agency

2. APPOINTMENT TYPE

Schedule C

3. GRADE

GS-11 Step 1

4. OPM NUMBER

5. WH LIAISON NAME

Charles Munoz

6. WH LIAISON PHONE

202-564-3097

7. WH LIAISON EMAIL

Munoz.Charles@epa.gov

Millan N. Hupp

Ex. 6

Education

Oklahoma State University
Bachelor of Science: Hotel and Restaurant Administration. Minor: Political Science

May 2014

Experience

Political Fundraising and Operations – Attorney General Scott Pruitt
Tulsa, OK

February 2015 – present

- Primary contact/liaison for Attorney General Pruitt's political team
 - Main interface between AG Pruitt and Republican Attorneys General Association
 - Main interface between AG Pruitt and donors and political contacts
- Execution of fundraising strategies for 501c3 and Leadership PAC
 - Aided in developing and executing fundraising plans and was responsible for collection of funds
 - Prepared briefings and messaging
- Staffing and scheduling for an elected official
- Relationship cultivation and management
 - Donors, organizations, lobbyists, constituents, principals
- Managed every aspect of a campaign operation
 - Donor file
 - Record keeping
 - Finance management/ compliance with state ethics and FEC
- Inception to dissolution of two federal PACs and dissolution of a state committee
- Experience in communications, social media, general consulting, solicitation and prospecting, and polling

Embassy Suites Nashville-Airport (Aimbridge Hospitality)
10 Century Boulevard, Nashville, TN 37214 615-871-0033

July 2014-February 2015

- Business Travel Sales Manager
 - Contract negotiation and RFP bids for local and national accounts
 - Responsible for meeting quarterly sales goals
 - Relationship building through community involvement and sales blitzes
 - Work with local contacts, Hilton national account owners, and utilize available resources to move market share
 - Act as liaison between the hotel and the community
 - Weekend Manager on Duty shifts

Oklahoma City Convention and Visitor's Bureau
123 Park Avenue OKC, OK 73012 405-297-8912

August 2013-December 2013

- Intern: Convention Services
 - Tasked with attending to walk-in and call-in orders for visitor information
 - Accompanied supervisors on site visits for potential conventions
 - Assigned many projects involving local and national organizations
 - Researched various methods for promoting tourism and city attractions

Westin San Francisco Market Street (Highgate Hotels)
50 3rd Street San Francisco, CA 94103 415-974-6400

June-July 2012

- Intern: Human Resources
 - Dealt in Microsoft Operating Systems, EV5, ADP Timesaver
 - Assisted in organization of associate appreciation events as well as hotel's participation in a city wide fundraiser (Leukemia & Lymphoma Society: Million Dollar Mission)
 - Assisted in hotel wide communication through various methods including emails and postings
 - Attended operational meetings including union grievances, mediations, workers compensation, and safety

Eskimo Joes Restaurant
501 West Elm Avenue Stillwater, OK 74074 405-372-8896

August 2010-May 2014

- Server Shift Leader
 - Worked my way to this position first starting out as host, then expeditor, then server, and finally server shift leader

Leadership/Activities/Service

Oklahoma Federation of Young Republicans
First District Vice-Chair

April 2016 - present

Liaison between county chapters and the executive team

Tulsa Republican Women's Club
Member

March 2016 - present

Oklahoma House PAC
Volunteered to assist with fundraisers during election cycle

DEPUTY DIRECTOR OF SCHEDULING AND ADVANCE

INTRODUCTION

This position is located on the Advance and Scheduling Staff, in the Office of the Administrator. In this capacity, the incumbent serves as the Deputy Director of Scheduling for the Administrator and Deputy Administrator, responsible for strategic scheduling and operations for the Administrator and Deputy Administrator.

The incumbent of this position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Administrator and Deputy Administrator. A confidential relationship of a Schedule C nature is imperative as the incumbent will speak for the Administrator and, as such, will be expected to reflect his/her philosophies in conversation with leading figures of the government, businesses and other groups. The incumbent will also be obliged to present the views of the Administrator and Deputy Administrator in correspondence and other communications with agency managers and program officials.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as Deputy Director of Scheduling with the responsibility of leading the strategic operations for the Administrator. In this capacity, the incumbent serves as the Chair of the Administrator's Scheduling Review Team. Oversees the arrangements of trips, including all planning and advance arrangements, review of invitations, selection of speaking forums, and, in coordination with the Multi Media Operations and Services Staff and other offices, arranges for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, Congress, the White House, other Federal departments and agencies, State and local governments, scientific and research groups and associations, industry, public interest groups, foreign governments and the media.
2. Serves as personal representative for the Administrator in personal contacts with high ranking officials of the Agency, members of Congress, White House representatives, scientific and research groups and associations, foreign governments, and others. Ascertains the reasons for the visit and decides with the Deputy Chief of Staff to the Administrator whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Administrator. In cases which require the Administrator's attention, the incumbent schedules appointments, determines which take precedence, decides when an appointment may be interrupted, cancelled, rescheduled, etc., without prior approval. When the matter does not require the personal attention of the Administrator but deals with highly technical or sensitive information, refers the matter to the proper official. On matters which are covered by established policies, explains procedures based on own knowledge of the Administrator's thinking.

3. Responsible for maintaining the Administrator's calendar, responding to invitations, and ensuring that necessary speeches and briefing materials are prepared.
4. Maintains the Administrator's daily calendar of appointments, establishing priorities and scheduling, shifting and declining appointments; accepting or declining requests for meetings. Collaborates with the Director for Advance and Scheduling Staff, Chief of Staff and Deputy Chiefs of Staff to the Administrator as needed.
5. Maintains a compilation of the Administrator's official weekly calendar and updates it for historical and official records.
6. Develops and maintains a master advance calendar of all meetings, conferences and travel involving the Administrator to assist in planning and coordinating his/her schedule and to utilize his/her time efficiently. This involves contact with key program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.
7. Participates in top-level planning and policy discussions with the Director and Deputy Chiefs of Staff to the Administrator, as well as key Agency officials on matters relating to the Agency as a means to following up on decisions or requests for meetings or further action on appropriate issues.
8. Performs other related duties as assigned.

13 POINTS MEMO: New Hire Approval Request

AGENCY: Environmental Protection Agency

CANDIDATE INFORMATION (To be completed by applicant)

- **Name:** Albert Charles Kelly, Jr.
- **Phone:** Ex. 6
- **Email:** akelly@spiritbank.com
- **Date of Birth:** Personal Matters / Ex. 6
- **Place of Birth:** Ex. 6
- **Current Address:** Ex. 6
- **Social Security Number:** Ex. 6
- **5 Year Salary History:**

Ex. 6

Resume Required (Disregard if already submitted)

PROPOSED POSITION (To be completed by the White House Liaison)

- **APPT TYPE (Schedule C, NC-SES, XS, AD):** NC-SES Level 3
- **OFFICE:** OA
- **SUBOFFICE:** OA
- **POSITION TITLE:** Senior Advisor to the Administrator
- **REQUESTED EFFECTIVE DATE:** 3/27/17
- **JOB DESCRIPTION:** PDF Attached

The White House
Presidential Personnel Office
SKC/SES BIO SHEET

This information is necessary to begin the clearance process. Return to White House Liaison when completed.

PART I: PERSONAL INFORMATION (TO BE COMPLETED BY THE CANDIDATE)

1. FULL NAME (Last, First, Middle):

Kelly, Jr. Albert, Charles

2. SOCIAL SECURITY NUMBER:

Ex. 6

3. CURRENT RESIDENTIAL ADDRESS (Number, Street, City, State, ZIP Code)

Ex. 6

4. VOTING ADDRESS IN 2016 (Number, Street, City, State, ZIP Code, if different than current address)

Ex. 6

5. PLACE OF BIRTH (City, State; if not U.S., state, country)

Personal Matters / Ex. 6

6. GENDER

Male

7. DATE OF BIRTH

Personal Matters / Ex. 6

8. ETHNIC HERITAGE

Irish/German

9. RACE

White

10. POLITICAL PARTY

Republican

11. HOME PHONE

Ex. 6

12. CELL PHONE

Ex. 6

13. WORK PHONE

918 2957242

14. PERSONAL EMAIL

15. WORK EMAIL

akelly@spiritbank.com

16. CURRENT POSITION (Title, Company)

Chairman, SpiritBank

17. WORK ADDRESS (Number, Street, City, State, Zip)

1800 S. Baltimore, Tulsa, Ok 74119

18. PLEASE LIST ALL SOCIAL MEDIA ACCOUNTS (Or say none if you have none)

Facebook, LinkedIn, Twitter

19. EDUCATION (Degree, Institution, Year)

BBA Univ of Okla 1977

JD Univ of Okla 1980

20. AWARDS

Several regular awards for involvement and leadership

21. MILITARY SERVICE (Rank, Branch, Years)

Captain, USAR, 1988-1996

22. PREVIOUS PRESIDENTIAL APPOINTMENTS

None

PART II: POSITION INFORMATION (TO BE COMPLETED BY WHITE HOUSE LIAISON)

1. POSITION TITLE

Senior Advisor to the Administrator

2. AGENCY

Environmental Protection Agency

2. APPOINTMENT TYPE

NC-SES

3. GRADE

Level 3

4. OPM NUMBER

5. WH LIAISON NAME

Charles Munoz

6. WH LIAISON PHONE

202-564-3097

7. WH LIAISON EMAIL

Munoz.Charles@epa.gov

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 05/02/2017

POC: HOWARD BARNETT

Phone: (202) 564-0394

Fax: (202) 564-9612

Request No: EP170056

Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No

Duration:

ES Pay Level: \$172,100

Temporary Allocation: No

Candidate: ALBERT KELLY

Position No: EPES17017

Title: SENIOR ADVISOR TO THE ADMINISTRATOR

Organization Name: OFFICE OF THE ADMINISTRATOR

Recruited From: SAME BUREAU, SAME AGENCY

GEO Location: WASHINGTON

Current Title:

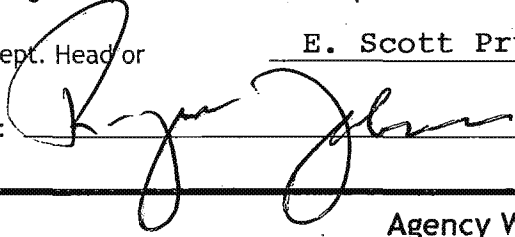
Proposed Title:

SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or

E. Scott Pruitt, Administrator

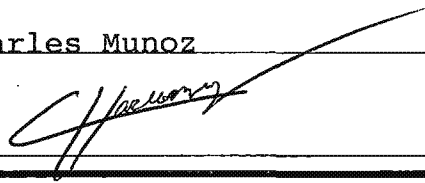
Signature: 

Date Signed: 5/3/17

Agency White House Liaison

Name: Charles Munoz

Phone: 202-564-3097

Signature: 

Date Signed: 5/3/17

OPM USE ONLY

Check the appropriate Box(es)

☐ Your request for a new noncareer appointment authority, reassignment or pay level change is:

☐ Your request for a limited term emergency appointment authority for the duration of _____ is:

☐ Your request for temporary space allocation

☐ Approved

☐ Approved with Modification *

☐ Disapproved

☐ Return without Action

* Modification

Number of non-career allocations: _____ Percent of SES space allocation: _____ %

OPM Approving Official: _____ Date Signed: _____

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

Albert C. Kelly, Jr. "Kell"

Ex. 6 akelly@spiritbank.com

EXECUTIVE MANAGEMENT / COMMUNITY LEADER

PROFESSIONAL SUMMARY

High energy, hardworking executive who builds winning teams by motivating to high levels of performance. Leads by example. Experience successfully leading companies, local, state and national organizations. Strategic thinker. Created a business culture which emphasizes the importance of relationships with both customers and employees.

CORE COMPETENCIES

Organization, Communication, Motivational Speaker, Strategic Planning, Business Planning, Business Development, Relationship Development, Sales Training, Incentive Planning and Implementing, Team Leadership, Government Relations, Issue Advocacy, Political Activity

CAREER OVERVIEW

SPIRITBANK BRISTOW, OK

1984-PRESENT

Chairman 2012-Present; President and CEO 1990-2014; Vice President 1984-1990

Lead the bank and affiliates, to align with the board's vision. Guide executives and high level officers through daily operations, special projects, and problem management. Balance objectives internally and externally to strengthen and sustain the bank. Provide the bank a local and national presence by representing the bank at public meetings, conferences, legislative events, and sponsored events. Work in tandem with the CFO to ensure financial reporting accuracy, efficiency, asset liability management and overall profitability of the organization. Grew the bank from one location with \$35 million in assets to a multiple location, multi city bank reaching \$1.5 billion at its peak.

MCMILLAN, VASSAR & KELLY BRISTOW, OK

1980-1985

Partner

General practice of law including work in banking, domestic relationship law, contracts, personal injury, oil and gas, and real estate.

ASSISTANT DISTRICT ATTORNEY, CREEK & OKFUSKEE COUNTIES, OK

1982-1984

Assistant District Attorney

Responsible for prosecution of all types of criminal violations including docket management, jury and non-jury trials and office administration.

BENCHMARKS & MILESTONES

EXECUTIVE MANAGEMENT/LEADERSHIP

- Co-founder and Co-Chairman of TRUST (Transportation Revenue Used Strictly For Transportation) Statewide transportation coalition, chiefly responsible for dramatic increase instate transportation revenue being expended on roadways and bridges
- Chairman of the Oklahoma Turnpike Authority: Responsible for administration of 606 miles of turnpike system in Oklahoma. The bond rating for the Oklahoma Turnpike Authority is one the highest in the nation and the value provided its customer is one of the -least costly in the country
- Founded and led the SpiritBank Ambassador Program which educated selected SpiritBankers on the legislative process and provided issue advocacy on strategically important legislation for the state
- Founding director of Retired Educators for Agriculture Program; a statewide program to provide high school and college students with hands-on agriculture-related internships
- Served on City of Bristow Park Board and helped lead a \$4 million renovation of Bristow's City Park by raising all money from private sources
- Completed Board terms on the Oklahoma State Chamber of Commerce, Tulsa Chamber Of Commerce, Oklahoma Institute for Child Advocacy, Salvation Army, Oklahoma Policy Institute, Opportunity

Oklahoma, Oklahoma Center for Non-Profits, Bristow Park Board.

- Manager of Family Cattle Ranch responsible for daily care of approximately 200 head of cattle

BANKING/FINANCE

- Past Chairman of the American Bankers Association which represents over 5,000 banks nationwide
- Past Chairman of American Bankers Association Community Bankers Council which is the arm or the American Bankers Association Grass Roots Advocacy effort which organized and energized the rank and file bankers into a national lobby effort
- Served on American Bankers Association Board of Director for 8 years
- Past Chairman of the Oklahoma Bankers Association responsible for the representation of the over 250 banks then in Oklahoma

OTHER ASSOCIATIONS

Young Presidents Organization
Oklahoma Bar Association
American Bar Association
Bristow Rotary Club
NAACP Life Member
American Bankers Association
Oklahoma Bankers Association
Bristow Chamber of Commerce
Tulsa Chamber of Commerce
Bristow Historical Society

EDUCATION

Juris Doctorate, University of Oklahoma, Bachelor of Business Administration, University of Oklahoma

SENIOR ADVISOR TO THE ADMINISTRATOR

Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

Major Duties and Responsibilities

1. Serves as Senior Advisor to the Administrator. In this capacity, incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.
2. Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.
3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.
4. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.
5. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.
6. Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and

understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

7. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

8. Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.

9. Performs other duties as assigned.

Message

From: Jackson, Ryan [jackson.ryan@epa.gov]
Sent: 4/9/2018 7:36:31 PM
To: Ferguson, Lincoln [ferguson.lincoln@epa.gov]; Greenwalt, Sarah [greenwalt.sarah@epa.gov]
CC: Wilcox, Jahan [wilcox.jahan@epa.gov]; Kelly, Albert [kelly.albert@epa.gov]; Leopold, Matt [Leopold.Matt@epa.gov]
Subject: RE: response needed ASAP

Absolutely. Sorry for the delay.

From: Ferguson, Lincoln
Sent: Monday, April 9, 2018 3:18 PM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Subject: RE: response needed ASAP

The article was just posted. We need to get this out ASAP – Ryan, do you approve?

From: Greenwalt, Sarah
Sent: Monday, April 9, 2018 3:15 PM
To: Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>
Subject: Re: response needed ASAP

Good with me.

Sent from my iPhone

On Apr 9, 2018, at 3:10 PM, Ferguson, Lincoln <ferguson.lincoln@epa.gov> wrote:

Proposed response:

“Administrator Pruitt had zero knowledge of the amount of the raises, nor the process by which they transpired. These kind of personnel actions are handled by myself, EPA’s HR officials and PPO.” – Ryan Jackson, Chief of Staff

From: Greenwalt, Sarah
Sent: Monday, April 9, 2018 2:36 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Fwd: response needed ASAP

Sent from my iPhone

Begin forwarded message:

From: Elaina Plott <eplott@theatlantic.com>
Date: April 9, 2018 at 2:24:03 PM EDT
To: Greenwalt.sarah@epa.gov
Subject: response needed ASAP

Hi Sarah,

I have two sources confirming that you wrote in an email to HR that Pruitt did, in fact, sign off on her raise.

Is this accurate? If so, do you have comment?

Yours,
Elaina

Message

From: Ford, Hayley [ford.hayley@epa.gov]
Sent: 9/20/2017 2:04:16 PM
To: Greenwalt, Sarah [greenwalt.sarah@epa.gov]
Subject: FW: cover letter, writing sample, and resume attached
Attachments: Ex. 6 cover letter EPA.docx; Ex. 6 short writing sample Environmental Protection and Environmental Justice in Indian Country 08102017.docx; Ex. 6 Resume08212017.docx

Hey!

The Administrator wanted me to send you this. He wrote a note saying "Let's try to help this young lady." Can you handle?

Thanks!

Hayley Ford
Deputy White House Liaison
Office of the Administrator
Environmental Protection Agency
Room: 3309C William Jefferson Clinton North
ford.hayley@epa.gov
Phone: 202-564-2022
Cell: Ex. 6

-----Original Message-----

From: Jackson, Ryan
Sent: Wednesday, September 20, 2017 9:13 AM
To: Hupp, Millan <hupp.millan@epa.gov>; Ford, Hayley <ford.hayley@epa.gov>
Subject: FW: cover letter, writing sample, and resume attached

Let's raise this to SP's attention.

-----Original Message-----

From: Hope, Brian
Sent: Tuesday, September 19, 2017 11:29 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: FW: cover letter, writing sample, and resume attached

-----Original Message-----

From: Ex. 6
Sent: Tuesday, September 19, 2017 10:16 PM
To: Pruitt, Scott <Pruitt.Scott@epa.gov>
Subject: cover letter, writing sample, and resume attached

Hi Administrator Pruitt,

I am in my third year of law school now. I have applied to the EPA Honors Program in D.C. and have put you down as a reference. Previously you wrote a recommendation letter for me when I was applying to the University of Tulsa College of Law. I hope you are doing well. Thanks for leading the EPA.

Thanks,

Ex. 6

>>
>> I have attached my cover letter, writing sample, and resume.
>>
>> Thanks,
>>
>> Ex. 6

Message

From: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
Sent: 1/4/2018 6:40:31 PM
To: Greenwalt, Sarah [greenwalt.sarah@epa.gov]
CC: Hupp, Millan [hupp.millan@epa.gov]
Subject: Re: Greenwalt/McMurray

There is. My recommendation would be that you be converted to AD, similar to Lincoln and now Forrest, and then you can be provided an increase in salary.

Helena Wooden-Aguilar
Acting Deputy Chief of Staff
Office of the Administrator
U.S. Environmental Protection Agency
202-564-0792 (office)
Ex. 6 (mobile)
wooden-aguilar.helena@epa.gov

On Jan 4, 2018, at 1:30 PM, Greenwalt, Sarah <greenwalt.sarah@epa.gov> wrote:

Helena,

Given that my portfolio is being expanded I thought there was an opportunity for an increase in salary. Can you help me figure out why that's not even being discussed?

Thank you ma'am.

Sent from my iPhone

On Jan 4, 2018, at 12:41 PM, Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov> wrote:

FYI only.

Helena Wooden-Aguilar
Acting Deputy Chief of Staff
Office of the Administrator
U.S. Environmental Protection Agency
202-564-0792 (office)
Ex. 6 (mobile)
wooden-aguilar.helena@epa.gov

Begin forwarded message:

From: "Allen, Reginald" <Allen.Reginald@epa.gov>
Date: January 4, 2018 at 11:39:08 AM EST
To: "Wooden-Aguilar, Helena" <Wooden-Aguilar.Helena@epa.gov>
Subject: FW: Greenwalt/McMurray

FYI

Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell Ex. 6

From: Munoz, Charles
Sent: Thursday, January 4, 2018 10:03 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Barnett, Howard
<Barnett.Howard@epa.gov>; Lesperance, Twanna
<Lesperance.Twanna@epa.gov>; Miles, Ramona
<Miles.Ramona@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>;
Peppins, Felicia <Peppins.Felicia@epa.gov>
Subject: Greenwalt/McMurray

All,

I've been asked to change Sarah Greenwalt's title to, "Senior Counsel to the Administrator". We won't be changing her salary and will be keeping her a Schedule C appointee.

Also, attached is a binder for Forrest McMurray. On top of a salary and title change, we need to convert Forrest from a Schedule C to an AD appointee.

Please let me know of any questions.

Thank you,

Charles Munoz
White House Liaison
Environmental Protection Agency
202-380-7967

<Greenwalt_Sarah_SC_Binder.pdf>

<McMurray_Forrest_UPDATED_Binder.pdf>

Message

From: Barja, Kyle [Barja.Kyle@epa.gov]
Sent: 4/10/2018 12:35:44 PM
To: Greenwalt, Sarah [greenwalt.sarah@epa.gov]
CC: Munoz, Charles [munoz.charles@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Carr, Dorothy [Carr.Dorothy@epa.gov]
Subject: Conditions Related to AD Appointment
Attachments: Appointment Memo - Greenwalt .docx

Hi Sarah,

Please review the attached memo for information regarding your new AD appointment and reply to this email to acknowledge the conditions of the appointment. Let me know if you have any questions.

Sincerely,
Kyle

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186



CONFIDENTIALITY NOTICE: This message is being sent by or on behalf of an attorney. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

April 10, 2018

MEMORANDUM

SUBJECT: Conversion to AD Appointment

FROM: Kyle Barja,
HR Specialist, RTP Shared Service Center

TO: Sarah Greenwalt

You have been selected for a new appointment with the U.S. Environmental Protection Agency. This memorandum is to officially inform you of your position of Attorney-Adviser to the Administrator, AD-0905-00.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$109,900 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at any time upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- The effective date of your new appointment will be April 10, 2018.
- Your annual salary will change to \$109,900.
- Your position is located in the Office of the Administrator; Washington, DC.
- You will continue to work a full-time schedule.
- Your elected employee benefits will carry over from your previous AD appointment to this one. Because you are a current EPA employee, you cannot make any changes to your elected benefits until the scheduled open season period. If you have any questions regarding employee benefits, please contact Nigel Tillman at tillman.nigel@epa.gov or 919-541-2070.

If you have questions, please feel free to contact me at barja.kyle@epa.gov or 919-541-2477.

Please reply to this email to acknowledge the conditions of your new appointment.

Message

From: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
Sent: 3/7/2018 1:34:27 AM
To: Greenwalt, Sarah [greenwalt.sarah@epa.gov]
Subject: Re: Senior Counsel Position - Salary

Good for you.

Helena Wooden-Aguilar
Acting Deputy Chief of Staff
Office of the Administrator
U.S. Environmental Protection Agency
202-564-0792 (office)
Ex. 6 (mobile)
wooden-aguilar.helena@epa.gov

On Mar 6, 2018, at 4:32 PM, Greenwalt, Sarah <greenwalt.sarah@epa.gov> wrote:

FYI

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: Ex. 6
Greenwalt.Sarah@epa.gov

From: Greenwalt, Sarah
Sent: Tuesday, March 6, 2018 4:32 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Senior Counsel Position - Salary

Ryan –

Thank you for talking with me yesterday about my increase in salary related to this position. As we discussed, the position of Senior Counsel to the Administrator comes with an increase in portfolio, scope of duties, and responsibilities. For example, I will no longer be limited to advising on issues relating to water and cross-cutting issues, but will counsel on issues spanning the substantive breadth of the agency. This will include giving counsel on litigation strategies; White House initiatives and special projects; a multitude of internal policy discussions ranging from air, water, land, and other priorities; planning the agency's substantive international agenda, and leading collaboration on interagency projects with various Departments including the State Department, Department of Commerce, and Department of Interior among others. The Administrator has stated that I will continue to be his proxy at international events and meetings as necessary, but will also now serve as his representative in a variety of domestic matters as well.

We also discussed an appropriate level of salary. As I mentioned, the Plum Book is filled with examples of appropriate salaries for a Senior Counsel position that should inform these discussions. As you know, I will be Senior Counsel to the Administrator directly rather than to a subordinate of the Administrator. Similar positions (i.e. Senior Counselor to the Secretary of Health and Human

Services, Senior Counsel to the Secretary at DHS, and Senior Counselor at Department of Transportation) are set at the NC SES level. In fact, I have not found a “Senior Counsel” position listed at less than a GS 15, and those that are at GS 15 are Senior Counsel positions that report to a subordinate rather than a principal. (*See* OCFO’s office at the Department of Agriculture and the Senior Counsel to the General Counsel in Department of Commerce).

Based on the increased duties and responsibilities, the market price of my skills, examples found in the Plum Book, and the salaries of other similarly situated colleagues, I am requesting a salary of \$150,000. This would put me roughly at a GS 15, Step 5 according to the 2018 table. This adjustment in salary would be commensurate with my skills and level of responsibility.

Please let me know if you intend to take a different approach.

Thank you.

Sarah A. Greenwalt

U.S. Environmental Protection Agency

Work: 202-564-1722 | Cell: Ex. 6

Greenwalt.Sarah@epa.gov

Message

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]
Sent: 3/6/2018 10:34:08 PM
To: Hupp, Millan [hupp.millan@epa.gov]
Subject: Fwd: Senior Counsel Position - Salary

For your awareness.

Sent from my iPhone

Begin forwarded message:

From: "Greenwalt, Sarah" <greenwalt.sarah@epa.gov>
Date: March 6, 2018 at 4:31:42 PM EST
To: "Jackson, Ryan" <jackson.ryan@epa.gov>
Subject: Senior Counsel Position - Salary

Ryan –

Thank you for talking with me yesterday about my increase in salary related to this position. As we discussed, the position of Senior Counsel to the Administrator comes with an increase in portfolio, scope of duties, and responsibilities. For example, I will no longer be limited to advising on issues relating to water and cross-cutting issues, but will counsel on issues spanning the substantive breadth of the agency. This will include giving counsel on litigation strategies; White House initiatives and special projects; a multitude of internal policy discussions ranging from air, water, land, and other priorities; planning the agency's substantive international agenda, and leading collaboration on interagency projects with various Departments including the State Department, Department of Commerce, and Department of Interior among others. The Administrator has stated that I will continue to be his proxy at international events and meetings as necessary, but will also now serve as his representative in a variety of domestic matters as well.

We also discussed an appropriate level of salary. As I mentioned, the Plum Book is filled with examples of appropriate salaries for a Senior Counsel position that should inform these discussions. As you know, I will be Senior Counsel to the Administrator directly rather than to a subordinate of the Administrator. Similar positions (i.e. Senior Counselor to the Secretary of Health and Human Services, Senior Counsel to the Secretary at DHS, and Senior Counselor at Department of Transportation) are set at the NC SES level. In fact, I have not found a "Senior Counsel" position listed at less than a GS 15, and those that are at GS 15 are Senior Counsel positions that report to a subordinate rather than a principal. (*See* OCFO's office at the Department of Agriculture and the Senior Counsel to the General Counsel in Department of Commerce).

Based on the increased duties and responsibilities, the market price of my skills, examples found in the Plum Book, and the salaries of other similarly situated colleagues, I am requesting a salary of \$150,000. This would put me roughly at a GS 15, Step 5 according to the 2018 table. This adjustment in salary would be commensurate with my skills and level of responsibility.

Please let me know if you intend to take a different approach.

Thank you.

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: **Ex. 6**
Greenwalt.Sarah@epa.gov

Message

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]
Sent: 3/6/2018 9:32:07 PM
To: Kelly, Albert [kelly.albert@epa.gov]
Subject: FW: Senior Counsel Position - Salary

FYI

Sarah A. Greenwalt

U.S. Environmental Protection Agency

Work: 202-564-1722 | Cell: **Ex. 6**

Greenwalt.Sarah@epa.gov

From: Greenwalt, Sarah
Sent: Tuesday, March 6, 2018 4:32 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Senior Counsel Position - Salary

Ryan –

Thank you for talking with me yesterday about my increase in salary related to this position. As we discussed, the position of Senior Counsel to the Administrator comes with an increase in portfolio, scope of duties, and responsibilities. For example, I will no longer be limited to advising on issues relating to water and cross-cutting issues, but will counsel on issues spanning the substantive breadth of the agency. This will include giving counsel on litigation strategies; White House initiatives and special projects; a multitude of internal policy discussions ranging from air, water, land, and other priorities; planning the agency's substantive international agenda, and leading collaboration on interagency projects with various Departments including the State Department, Department of Commerce, and Department of Interior among others. The Administrator has stated that I will continue to be his proxy at international events and meetings as necessary, but will also now serve as his representative in a variety of domestic matters as well.

We also discussed an appropriate level of salary. As I mentioned, the Plum Book is filled with examples of appropriate salaries for a Senior Counsel position that should inform these discussions. As you know, I will be Senior Counsel to the Administrator directly rather than to a subordinate of the Administrator. Similar positions (i.e. Senior Counselor to the Secretary of Health and Human Services, Senior Counsel to the Secretary at DHS, and Senior Counselor at Department of Transportation) are set at the NC SES level. In fact, I have not found a "Senior Counsel" position listed at less than a GS 15, and those that are at GS 15 are Senior Counsel positions that report to a subordinate rather than a principal. (*See* OCFO's office at the Department of Agriculture and the Senior Counsel to the General Counsel in Department of Commerce).

Based on the increased duties and responsibilities, the market price of my skills, examples found in the Plum Book, and the salaries of other similarly situated colleagues, I am requesting a salary of \$150,000. This would put me roughly at a GS 15, Step 5 according to the 2018 table. This adjustment in salary would be commensurate with my skills and level of responsibility.

Please let me know if you intend to take a different approach.

Thank you.

Sarah A. Greenwalt

U.S. Environmental Protection Agency

Work: 202-564-1722 | Cell: **Ex. 6**

Greenwalt.Sarah@epa.gov

Message

From: Greenwalt, Sarah [greenwalt.sarah@epa.gov]
Sent: 7/6/2017 6:42:23 PM
To: Ford, Hayley [ford.hayley@epa.gov]
Subject: Re: Schedule C Appointment

That's wonderful, thank you Hayley for shepherding this through. Thanks to Charles as well.

See you soon!

Sent from my iPhone

On Jul 6, 2017, at 1:38 PM, Ford, Hayley <ford.hayley@epa.gov> wrote:

Hi Sarah,

Hope the visit in Alabama is going well! We got final approval from PPO and OPM for your Schedule C conversion. You will be hearing from Howard Barnett in HR shortly with a new offer letter that you'll have to sign and return to him. Your new salary of \$107,435 should go into effect shortly – he will likely make it effective Monday but the offer letter will indicate as such.

You will also be required to sign the President's Ethics pledge now that you are an official presidential appointee. Justina Fugh will send that to you shortly.

Let me know if you have any questions – thanks!

Hayley Ford

Deputy White House Liaison

Office of the Administrator

Environmental Protection Agency

Room: 3309C William Jefferson Clinton North

ford.hayley@epa.gov

Phone: 202-564-2022

Cell: Ex. 6

Message

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]
Sent: 9/20/2017 3:34:50 PM
To: Ford, Hayley [ford.hayley@epa.gov]
Subject: RE: cover letter, writing sample, and resume attached

Yes ma'am, thank you.

Sarah A. Greenwalt
Senior Advisor to the Administrator
for Water and Cross-Cutting Issues

U.S. Environmental Protection Agency
Work: 202-564-1722|Cell: Ex. 6
Greenwalt.Sarah@epa.gov

-----Original Message-----

From: Ford, Hayley
Sent: Wednesday, September 20, 2017 10:04 AM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: FW: cover letter, writing sample, and resume attached

Hey!

The Administrator wanted me to send you this. He wrote a note saying "Let's try to help this young lady." Can you handle?

Thanks!

Hayley Ford
Deputy White House Liaison
Office of the Administrator
Environmental Protection Agency
Room: 3309C William Jefferson Clinton North ford.hayley@epa.gov
Phone: 202-564-2022
Cell: Ex. 6

-----Original Message-----

From: Jackson, Ryan
Sent: Wednesday, September 20, 2017 9:13 AM
To: Hupp, Millan <hupp.millan@epa.gov>; Ford, Hayley <ford.hayley@epa.gov>
Subject: FW: cover letter, writing sample, and resume attached

Let's raise this to SP's attention.

-----Original Message-----

From: Hope, Brian
Sent: Tuesday, September 19, 2017 11:29 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: FW: cover letter, writing sample, and resume attached

-----Original Message-----

From: Ex. 6 @gmail.com]
Sent: Tuesday, September 19, 2017 10:16 PM
To: Pruitt, Scott <Pruitt.Scott@epa.gov>
Subject: cover letter, writing sample, and resume attached

Hi Administrator Pruitt,

I am in my third year of law school now. I have applied to the EPA Honors Program in D.C. and have put you down as a reference. Previously you wrote a recommendation letter for me when I was applying to the University of Tulsa College of Law. I hope you are doing well. Thanks for leading the EPA.

Thanks,

Ex. 6

>>
>> I have attached my cover letter, writing sample, and resume.
>>

>> Thanks,

>>

>> **Ex. 6**

Message

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]
Sent: 4/3/2018 1:24:54 PM
To: Daniell, Kelsi [daniell.kelsi@epa.gov]
Subject: Fwd: Senior Counsel Position - Salary

Sent from my iPhone

Begin forwarded message:

From: "Greenwalt, Sarah" <greenwalt.sarah@epa.gov>
Date: March 6, 2018 at 2:31:42 PM MST
To: "Jackson, Ryan" <jackson.ryan@epa.gov>
Subject: Senior Counsel Position - Salary

Ryan –

Thank you for talking with me yesterday about my increase in salary related to this position. As we discussed, the position of Senior Counsel to the Administrator comes with an increase in portfolio, scope of duties, and responsibilities. For example, I will no longer be limited to advising on issues relating to water and cross-cutting issues, but will counsel on issues spanning the substantive breadth of the agency. This will include giving counsel on litigation strategies; White House initiatives and special projects; a multitude of internal policy discussions ranging from air, water, land, and other priorities; planning the agency's substantive international agenda, and leading collaboration on interagency projects with various Departments including the State Department, Department of Commerce, and Department of Interior among others. The Administrator has stated that I will continue to be his proxy at international events and meetings as necessary, but will also now serve as his representative in a variety of domestic matters as well.

We also discussed an appropriate level of salary. As I mentioned, the Plum Book is filled with examples of appropriate salaries for a Senior Counsel position that should inform these discussions. As you know, I will be Senior Counsel to the Administrator directly rather than to a subordinate of the Administrator. Similar positions (i.e. Senior Counselor to the Secretary of Health and Human Services, Senior Counsel to the Secretary at DHS, and Senior Counselor at Department of Transportation) are set at the NC SES level. In fact, I have not found a "Senior Counsel" position listed at less than a GS 15, and those that are at GS 15 are Senior Counsel positions that report to a subordinate rather than a principal. (*See* OCFO's office at the Department of Agriculture and the Senior Counsel to the General Counsel in Department of Commerce).

Based on the increased duties and responsibilities, the market price of my skills, examples found in the Plum Book, and the salaries of other similarly situated colleagues, I am requesting a salary of \$150,000. This would put me roughly at a GS 15, Step 5 according to the 2018 table. This adjustment in salary would be commensurate with my skills and level of responsibility.

Please let me know if you intend to take a different approach.

Thank you.

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: **Ex. 6**
Greenwalt.Sarah@epa.gov

Message

From: Greenwalt, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6C13775B8F424E90802669B87B135024-GREENWALT,]
Sent: 2/28/2018 1:31:26 PM
To: Hupp, Millan [hupp.millan@epa.gov]
Subject: Fwd: OF-306 Needed for Reassignment

Sent from my iPhone

Begin forwarded message:

From: "Barja, Kyle" <Barja.Kyle@epa.gov>
Date: February 28, 2018 at 8:27:09 AM EST
To: "Greenwalt, Sarah" <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Good morning Sarah,

I checked with the EPA's White House Liaison, Charles Munoz, and he confirmed that your salary will not be changing with this personnel action.

Thanks,
Kyle

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186



CONFIDENTIALITY NOTICE: This message is being sent by or on behalf of an attorney. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Greenwalt, Sarah
Sent: Tuesday, February 27, 2018 10:51 AM
To: Barja, Kyle <Barja.Kyle@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Thank you Kyle. I'd be happy to touch base with Ryan as well if that would be helpful.

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: 202-816-1388
Greenwalt.Sarah@epa.gov

From: Barja, Kyle
Sent: Tuesday, February 27, 2018 10:49 AM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

The documentation that was submitted for you to my office was only for a reassignment. I'll touch base with AO and get back to you ASAP.

Thanks,
Kyle

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186



CONFIDENTIALITY NOTICE: This message is being sent by or on behalf of an attorney. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Greenwalt, Sarah
Sent: Tuesday, February 27, 2018 10:45 AM
To: Barja, Kyle <Barja.Kyle@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Thank you Kyle, I will work on this expeditiously. I have not seen any documentation that will reflect an increase in salary as previously discussed with the Administrator. Can you please send that documentation as well before I fill out this form?

Many thanks.

From: Barja, Kyle
Sent: Tuesday, February 27, 2018 7:57 AM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Hi Sarah,

I'm following up on the request below. Please return your OF-306 to me as soon as possible. Let me know if you have any questions.

Thanks,
Kyle

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186



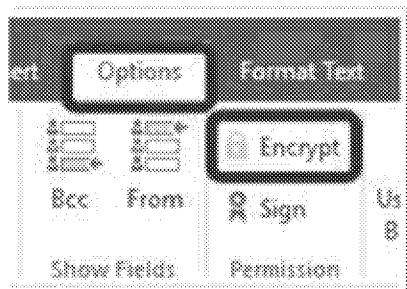
CONFIDENTIALITY NOTICE: This message is being sent by or on behalf of an attorney. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Barja, Kyle
Sent: Friday, February 16, 2018 3:14 PM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: OF-306 Needed for Reassignment

Sarah,

As a result of a personnel action we have received at the Shared Service Center requesting to reassign you to the position of Senior Counsel to the Administrator, it is required that you complete a [Declaration for Federal Employment \(Form OF-306\)](#).

Please complete and sign item 17a of the OF-306 then scan it back to me so I can forward it to the Personnel Security Branch (PSB). Please encrypt your message to ensure the security of your personal identifying information.



The personnel action cannot be made effective until PSB has confirmed that they have the documents required for the investigation process. I will contact you after you are released from PSB to set your effective date.

Also, can you please email me a scanned copy of your Bar Membership Card?

Thank you,
Kyle

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186



CONFIDENTIALITY NOTICE: This message is being sent by or on behalf of an attorney. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Barja, Kyle
To: Miller, Andre
Subject: FW: Hupp: SF - 306
Date: Monday, May 21, 2018 12:31:54 PM

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186

CONFIDENTIALITY NOTICE: This message is being sent by or on behalf of an attorney. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

-----Original Message-----

From: Barja, Kyle
Sent: Monday, March 19, 2018 4:05 PM
To: Hupp, Millan <hupp.millan@epa.gov>
Cc: Carr, Dorothy <Carr.Dorothy@epa.gov>; Taylor, Jeremy <taylor.jeremy@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>
Subject: RE: Hupp: SF - 306

Hi Millan,

Your salary of \$88,450 per annum is correct based off of the paperwork that was submitted for you at that time. We received the request to convert you to an AD appointment and increase your salary to \$114,590 per annum last week. The effective date of your conversion will be 04/01/2018. I'll send you a memo containing information about your conversion later this week. If you have any questions regarding the timing of this action, please direct them to Charles Munoz.

Thanks,
Kyle

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02 Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186

CONFIDENTIALITY NOTICE: This message is being sent by or on behalf of an attorney. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain

information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

-----Original Message-----

From: Hupp, Millan

Sent: Monday, March 19, 2018 11:01 AM

To: Barja, Kyle <Barja.Kyle@epa.gov>

Subject: Re: Hupp: SF - 306

Kyle,

I have been serving in this position since last July. I'm curious as to why this promotion is just now being recognized? Additionally, I'd like to please know if that means that my salary has been incorrect since July 2017.

Thank you,
Millan

Sent from my iPhone

On Mar 16, 2018, at 1:36 PM, Barja, Kyle <Barja.Kyle@epa.gov> wrote: